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A comprehensive survey was conducted to (1) determine the present state and future needs of Oklahoma libraries, with emphasis on public libraries, and (2) formulate a plan for library development. A survey team collected basic data on the state's libraries, conducted an in-depth survey of representative public libraries, examined library resources, analyzed the state economy in relation to public libraries, determined current and projected needs for adequate library service, and formulated recommendations. Survey methods included interviews, analysis of printed data, and an examination of multi-county and single library units. It was concluded that public and school libraries and the State Library need much development, while college and university libraries seem to be improving and special libraries are good. The over-all library plan suggested involves: neighborhood libraries, bookmobile service, cooperation between school and neighborhood libraries, library systems, upgrading school libraries, strengthening the State Library, making resources of college and university libraries available to all libraries, connecting headquarters libraries to the State Library by a teletype system, a facsimile reproduction system to link the State Library and university libraries, and state aid to libraries. Specific recommendations are made for all types of libraries as well as library education in Oklahoma. (JB)

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Oklahoma Library Survey

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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OKLAHOMA LIBRARY SURVEY

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A State-wide Survey of Libraries

and

Plan for Library Development

in Oklahoma

1965

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PREFACE

A high standard of education and the continuation of an intellectual and professional curiosity on the part of our citizens have remained the basic reasons for our nation's ability to progress in all aspects of individual and communal endeavor.

No democracy can function, maintain its standards, fulfill its requirements to its members, or meet the challenge of new eras and new problems without these high general standards which have to be inherent to its population and part of its fundamental framework. The responsibility to meet this challenge is not one which rests solely with our political leaders, our military leaders, or our local community and state leaders. It is a responsibility which falls to each one of us as an American with a very pertinent and important stake in the future of our way of life.

The good library can be a source of improvement and advancement to people in every type of occupation: the farmer, the businessman, the technologist, the scientist, the educator, the legislator, the housewife and the student. It provides the information and the materials necessary to help us attain our individual goals.

As we travelled around the State of Oklahoma and talked with people in the various communities, we were amazed that so few of them had any idea of the place of the library in the community. The reason for this is because there are so few really good public libraries in the State, and therefore, most people have not been exposed to the full service which can be received from this type of institution.

The modern public library is truly the information center of the community and the main source of continuing education.

TABLE OF CONTENTS

Introduction i

Chapter I
Oklahoma's Libraries Today 1

Chapter II
Population 3

Chapter III
Public Libraries 7

Chapter IV
School Libraries 29

Chapter V
College and University Libraries 47

Chapter VI
Special Libraries 53

Chapter VII
State Library 55

Chapter VIII
Library Education 85

Chapter IX
Conclusions and Recommendations 89

INTRODUCTION

The Oklahoma Council on Libraries, acting under the provisions of 65 O. S. Supp. 1963 506 (D) and 508, commissioned this survey of libraries in the State of Oklahoma.

The Council requested a comprehensive survey of public libraries and of other types of libraries to the extent that they affect public libraries. The purpose of the survey was to accurately determine the present state of Oklahoma's public libraries, the future needs, and the means to achieve the goal of the best possible library service to all citizens of the State. Material resources, personnel, facilities, supporting funds, and auxiliary factors for all libraries on local and State levels were to be examined.

The first phase of the study consisted of the collection, organization and evaluation of basic data pertaining to Oklahoma's public libraries by a survey team and the preparation of a brief report presented in person by the chief surveyor at the Governor's Conference on Libraries at Norman, September 23, 1964.

The second phase consisted of a survey in depth of representative public libraries, an examination of library resources and their distribution, an estimate of the economic situation of the State as it concerns public libraries, the current and projected needs of Oklahoma's citizens for access to comprehensive library collections and the formulation of recommendations.

This report will show the present condition of the various kinds of libraries in Oklahoma, with recommendations for their improvement, as well as present a comprehensive plan for the future development of libraries.

Both multi-county and single library units were examined and individuals were interviewed separately and in groups throughout the State. An intensive analysis of printed data was conducted, both in relation to libraries and to the economic situation in Oklahoma.

We were received most cordially and given invaluable cooperation by many people as we travelled throughout the State conducting this survey. We would like to take this opportunity of expressing appreciation to all those who have been so helpful: Mr. Ralph Hudson, the State Librarian and the members of his staff, the members of the Oklahoma Council on Libraries and the Advisory Committee to the Extension Division of the State Library, citizens and librarians from all parts of the State especially Mr. Edmon Low, Librarian of Oklahoma State University, Mr. William Lowry, Director of the Pioneer Library System in Norman, and Mrs. Allie Beth Martin, the Director of the Tulsa City-County Library System.

The need for improved libraries has been apparent not only to Oklahoma's librarians but to many of its citizens and legislators for some time. In 1963 the Oklahoma State Legislature created the Oklahoma Council on Libraries which asked Governor Henry Bellmon to call a conference on libraries to consider the critical problems facing the State's libraries.

The first Governor's Conference on Libraries was held at the Center for Continuing Education in Norman on September 23, 1964.

Governor Bellmon opened the Conference with the following remarks:

> "The purpose of Oklahoma's first conference on the development of libraries is to help demonstrate the great benefits which communities receive by having adequate library services available.
>
> "One of the things that I discovered as Governor of Oklahoma in trying to attract industry to our State is the fact that the most desirable type of industry is more interested in brain power than in manpower, and they generally look for communities which will give the people in their companies a chance to develop intellectually over the years and to keep current in the fields of endeavor in which they are experts.
>
> "For this reason I hope that all across Oklahoma, community leaders will begin to develop effective programs for providing adequate library services locally, and certainly on a State level. This administration will do everything we possibly can to make sure that communities do have an opportunity to provide the sort of library services which our citizens need and deserve."

Participants at the Governor's Conference on Libraries at Norman September 23, 1964, were provided with a leaflet entitled "Points of the Compass" which outlined the goals of the State Library. The surveyors feel that these goals are a good base for the development of the fuller plan needed for good library service in Oklahoma. These goals are printed here as informational material.

Accelerate the development of an excellent total library system in Oklahoma. Furnish advisory, consulting and planning services to libraries, other institutions and official bodies upon request. Co-operative work with The Oklahoma Council on Libraries, the Oklahoma Library Association and other appropriate groups. Research on library subjects.

Comprehensive general library service to the professional staffs of all branches, departments and institutions of the State government. Continuous publication program embracing bibliographies, check-lists, State rules and regulations, résumés, newsletters, studies and like materials.

Thorough archival records management and records preservation service for the proper care and maintenance of the State and Territorial archives, and good management of current records. Organization of these papers for research and study. Substantial micro-filming program to reduce the volume of records and aid in the preservation of important documents.

Complete library service to the blind and other handicapped. Co-ordinated and expanded library service to the inmates and patients of State institutions.

Full-scale reference and research service to the appellate courts, legislature, executive offices, institutions and all other agencies of the government of Oklahoma.

Maintenance of an over-all emphasis on excellence in collections, services, range and depth of functions and competency of staff. Constant awareness of new developments, possibilities and problems. The intent is to discharge a comprehensive, thorough and inclusive library service on a state level, and to be a major resource and back-stop library.

Institute and operate an inclusive data processing center and state-wide information network. Centralized statistical information, bibliographic research, inter-library loan system and an exhaustive compilation of information relating to Oklahoma would be components and auxiliary functions.

Sweeping collection of the public documents of Oklahoma, other states and the United States, skillfully systematized for ready use in reference, research and inter-library loan. Sizable body of cartographic information.

Chapter I

OKLAHOMA'S LIBRARIES TODAY

Oklahoma ranks 27th in the nation with a population of 2,328,284 according to the 1960 census. It ranks 18th in area with a total of 69,919 square miles. According to an estimate published in 1964 by the University of Oklahoma Bureau of Business Research, the population of the State has reached an all-time high of 2,440,360, an increase of 112,076 or almost 5% (4.8 actually) since the 1960 census.

Oklahoma has 77 counties, two of which, Oklahoma and Tulsa, are considered metropolitan areas. The largest county is Osage with 2,286 square miles; the smallest is Marshall with 360 square miles. Thirteen of the counties have no tax-supported public library service. Forty-six counties, more than half of all the counties in the State, spend 50¢ or less per capita on library service.

Many of the libraries are collections of old books, housed in poor quarters. None of these libraries can provide the service that a good public library should provide to a modern community. In general, the library quarters and book collections are inadequate, the available funds and expenditures are much too low, there is a lack of trained personnel, library hours per week are too few, and reference service is bad. However, even more serious, people are not aware of the situation because they have never had occasion to compare their libraries with better libraries.

The situation is not much better in the school libraries. Although minimum standards for school libraries are provided by the State Department of Education, these standards are not really enforced. In some cases the schools are so poor that it is impossible for them to rectify the situation, and the State examiners tend to lean over backwards to keep the schools accredited. Although school libraries are one of the concerns of the Department of Education, there is no single individual in the Department assigned the specific responsibility for school library matters, although such a position has been established.

In some areas, the public libraries back up the school libraries, but since the public libraries are not much better off, they cannot really assist the school libraries to any great extent.

The library picture in Oklahoma is somewhat brighter when we come to the college and university libraries. Many of the college libraries are good; those below standard are improving. These libraries, while specifically serving their own academic communities, are in a position to play a leading role in the improvement of library service for all the citizens of Oklahoma. Many serious questions posed by library users cannot be answered through their local public libraries, but may be answered by the resources of a good research collection at a nearby college or university. In addition, these libraries could be tied into a State-wide reference network with the cooperation of all types of libraries.

An often neglected group of libraries which house good reference and research materials is the special libraries. The special library is usually a technical research library maintained by a company for its own information needs, but there is no reason why special libraries cannot be included in an over-all system of information and reference service of the entire State. In addition to the various petroleum companies and manufacturers, there are the libraries of various Federal government agencies, such as the Bureau of Mines and the Federal Aviation Agency. Special libraries, because they are highly specialized in subject matter, often have to look to outside sources for literature and information. These sources many times are the public and university libraries. Mutual cooperation among all of these libraries would do much to improve library service in Oklahoma.

The Oklahoma State Library, in addition to fulfilling its responsibilities as a reference library for the State Legislature and for State officials, is also the reservoir of books and materials for all the citizens of the State. But its resources are not adequate for it to play a leading role in the development and improvement of library service in Oklahoma. The State Library is in dire need of more space and more staff. Any improvements must start with these items.

Most of man's knowledge, thoughts, and experiences have at one time or another been recorded -- between the covers of books, on films, or through other media of communication. The surveyors found libraries in Oklahoma to be lacking qualitatively and quantitatively of these materials, as well as in number of library outlets available to the citizens of the State.

Chapter II

POPULATION

Oklahoma is a large State with a few pockets of fairly dense population but to a large extent, sparsely settled. The type of library service required, and which is economically feasible, in any given area is determined by the density of population.

In the State of Oklahoma there are 20 counties with a total population each of under 10,000. Only six counties of the 77 in the State have a total population of over 50,000.

There are 19 counties which cover more than 1,000 square miles, and 29 counties with a concentration of less than 15 persons per square mile. When this sparse concentration of population in most of Oklahoma is compared to the density of 623.4 persons per square mile in Oklahoma County, and 605 persons per square mile in Tulsa, one can realize that most of the State's population is concentrated in a few small areas.

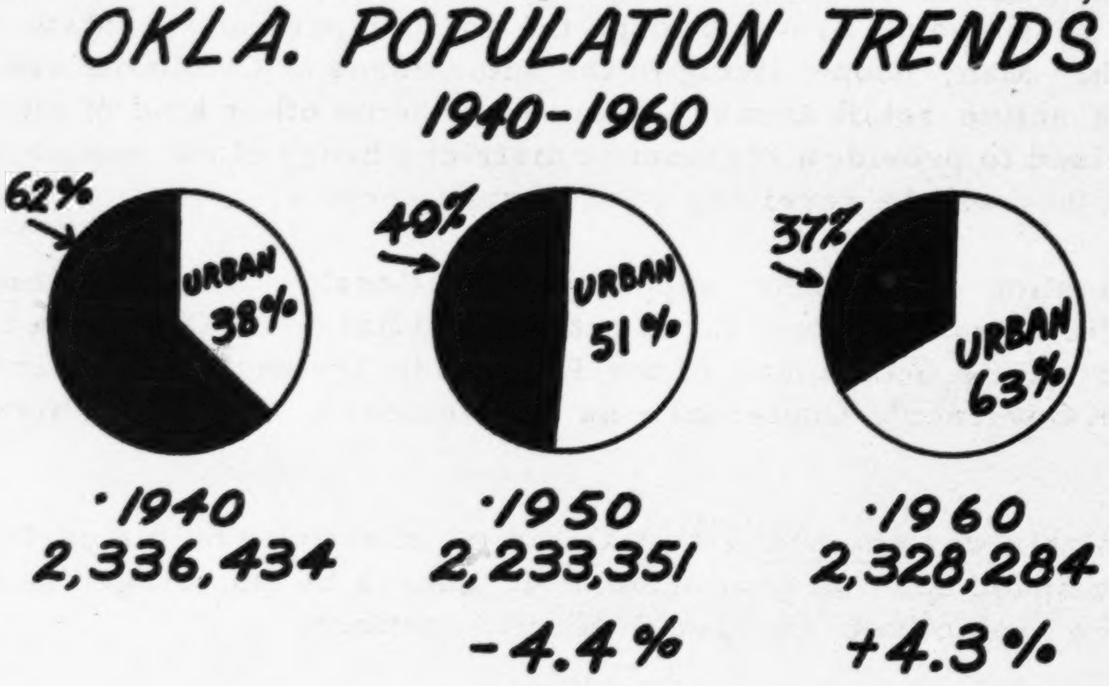
The following table shows the density of population in Oklahoma by counties:

County	Population	Area in Square miles	Persons per Square mile
Adair	13,112	569	23.0
Alfalfa	8,445	867	9.7
Atoka	10,352	992	10.7
Beaver	6,965	1,793	3.9
Beckham	17,782	898	19.8
Blaine	12,077	911	13.3
Bryan	24,252	891	27.2
Caddo	28,621	1,275	22.7
Canadian	24,727	885	27.9
Carter	39,044	829	47.1
Cherokee	17,762	782	23.5

County	Population	Area in Square miles	Persons per Square mile
Choctaw	15,637	784	20.3
Cimarron	4,496	1,832	2.5
Cleveland	47,600	547	87.0
Coal	5,546	526	10.5
Comanche	90,803	1,088	83.8
Cotton	8,031	629	12.8
Craig	16,303	764	21.3
Creek	40,495	972	41.9
Custer	21,040	999	21.1
Delaware	13,198	720	18.5
Dewey	6,051	977	6.2
Ellis	5,457	1,222	4.5
Garfield	52,975	1,054	50.3
Garvin	28,290	814	34.8
Grady	29,590	1,092	27.1
Grant	8,140	999	8.1
Greer	8,877	637	13.9
Harmon	5,852	532	11.0
Harper	5,956	1,034	5.8
Haskell	9,121	614	14.9
Hughes	15,144	810	18.7
Jackson	29,736	780	38.1
Jefferson	8,192	755	10.9
Johnston	8,517	636	13.4
Kay	51,042	944	54.1
Kingfisher	10,635	894	11.9
Kiowa	14,825	1,032	14.4
Latimer	7,738	737	10.5
LeFlore	29,106	1,575	18.6
Lincoln	18,783	973	19.3
Logan	18,662	747	25.0
Love	5,862	488	12.0
McClain	12,740	559	22.8
McCurtain	25,851	1,854	14.0
McIntosh	12,371	715	17.3
Major	7,808	945	8.3
Marshall	7,263	360	20.2
Mayes	20,073	676	29.7
Murray	10,622	428	24.8
Muskogee	61,866	820	75.4
Noble	10,376	744	13.9
Nowata	10,848	577	18.8
Okfuskee	11,706	638	18.3

County	Population	Area in Square miles	Persons per Square mile
Oklahoma	439, 506	709	623.4
Okmulgee	36, 945	700	52.8
Osage	32, 441	2, 293	14.2
Ottawa	28, 301	461	61.4
Pawnee	10, 884	591	18.4
Payne	44, 231	692	63.9
Pittsburg	34, 360	1, 359	25.3
Pontotoc	28, 089	719	39.1
Pottawatomie	41, 486	797	52.1
Pushmataha	9, 088	1, 423	6.4
Roger Mills	5, 090	1, 123	4.5
Rogers	20, 614	713	28.9
Seminole	28, 066	629	44.6
Sequoyah	18, 001	703	25.8
Stephens	37, 990	893	42.7
Texas	14, 162	2, 056	6.9
Tillman	14, 654	861	17.0
Tulsa	346, 038	572	605.0
Wagoner	15, 673	584	27.8
Washington	42, 347	425	99.6
Washita	18, 121	1, 008	18.0
Woods	11, 932	1, 271	9.4
Woodward	13, 902	1, 232	11.3

In recent years there has been a tendency on the part of Oklahoma's younger population to move toward the urban areas. This shift, as shown here, has resulted in almost a complete turn-about within a 20-year period.



This shift has been particularly noticeable in the 10-year period between the 1950 and the 1960 census. During this period, 64 counties in Oklahoma lost population and 13 gained. There are relatively large cities in each of these 13 counties: Carter, Cleveland, Comanche, Garfield, Jackson, Kay, Mayes, Oklahoma, Rogers, Stephens, Tulsa, Washington and Washita.

This trend in population has led to two things, the rather rapidly increasing population in the neighborhood of large urban areas, and the spread or sprawl of those areas over one or more counties. Oklahoma City is a good example because the nieghboring counties serve as "bedroom" areas for the people working within the city itself. It has annexed much of the land in adjacent counties to the city proper and the same thing will probably be true in Tulsa in the future. With the younger leaders who would be more interested in the development of excellent library service in their communities moving from the old rural areas to the city there may well be a reluctance on the part of the older remaining inhabitants to vote library levies since they have spent so much of their time in the young pioneer State taming the land for their use that they have not been able to spend the necessary time in getting to know the benefits of the modern library service.

A typical plan for quality library service is to rely heavily on either the bookmobile or station type library service backing it up within a reasonable driving distance by a stronger library in a permanent building.

In most states it would be possible to count on setting up these backstop libraries in the various retail trade areas where people would normally come for shopping at fairly regular intervals. However, in the State of Oklahoma 51% of the retail sales are made in: Lawton, Oklahoma City, Enid, Tulsa, and Muskogee. It can be seen from this distribution that there is a concentration of shopping areas through the middle part of the State from North to South. Many people living in the outer edges of Oklahoma are still far from these active retail areas. Therefore, some other kind of plan will have to be devised to provide a regional or district library close enough to the people so that they will be receiving good library service.

The question of citizens' support in relationship to the development of a good public library system is an extremely vital one. Oklahoma is off to a good start if the acceptance of the interest in the regional conferences held after the Governor's Conference on September23, 1964 in Norman, is any indication.

It is highly recommended that this type of activity on the part of the citizens be continued and that prominent civic leaders be encouraged to serve as trustees who are actively engaged in library matters.

Chapter III

PUBLIC LIBRARIES

The public library is often called the university of the people, as it is open to all, and its collections are varied and include books, films, records, prints, maps, music scores, documents, and newspapers. The public library attempts to foresee trends and anticipate new interests but, at the same time, the best of the present and past is made available to all.

In any community of people, regardless of how small it is, there is a wide variety of interests, and each citizen should have available to him, either locally or within a 24-hour period, a library with a reservoir of books which will serve his needs. It should include the current information to keep him abreast of the world's patterns and problems. It should include information for the housewife who will need material on home budgeting, on care of children, and the multitudinous other matters which go into the development of a home. It should include material for the business man, for the farmer, for all of the people who make up the community so that they can get the benefit of prior experience in mapping out their own life and their own earning power. It should include material to back up the school work of children, of teen-age youngsters in high school and the college student.

Most of all, it should be the source for continuing education of all of the people in the community. It should provide the recreational as well as the spiritual and the factual so that a fuller life can be lived by the total community. The library should be the central source of information as well on all matters pertaining to normal living in the community.

The public library situation in Oklahoma is generally very poor, both from the viewpoint of service to the citizens of the State and as compared to national standards.

Oklahoma has 77 counties, 13 of which have no tax-supported public libraries. Over half a million of Oklahoma's citizens (673,989) or 28.9% of the population are without library service. (This is based on the 1960 census population of 2,328,284. The 1964 population is 2,440,360. As the population increases, and public library service does not keep pace, the situation will worsen.)

In our attempt to arrive at the number of people in Oklahoma who are unserved by public libraries, we analyzed each of the libraries in the 77 counties whether they reported to the State Library or not, and attempted to determine where their money came from. If the county contributed anything at all, even $50 to the library, we then considered the population served as the full county population. If the county did not contribute anything and either a volunteer or a tax supported library was serving the city or town population, we considered the city or town population as the population served.

An analysis of the 77 counties showed that seven of these had no library service at all; two had only bookmobile service (these were part of the Chickasaw Library System); 32 had only one library in the entire county regardless of the size; seventeen of them had two libraries within the county boundaries; 10 had three; five had four libraries; two had five libraries and one, Oklahoma, including the branches of the Oklahoma City Public Library had seven libraries; Tulsa had a main library, 21 branches, and nine bookmobiles.

This means that except for the two most heavily populated counties, the average Oklahoman was not very close to a library outlet and, therefore, was probably not in the habit of using it frequently, in spite of the fact that most Oklahomans could be considered part of a mobile population.

In reporting that library service in Oklahoma is poor, we are not relying on statistics alone, but also on our knowledge of libraries in many other parts of the country. It is perhaps this lack of first-hand comparative knowledge on the part of the average library user in Oklahoma that makes him unaware that he should have better library service.

Better library service is not beyond the means of Oklahoma and its citizens. There are various sources from which the necessary funds may be obtained, but just as important is the development of an over-all efficient plan for the improvement of Oklahoma's libraries.

In conducting this survey, libraries in various areas of the State were visited, and although there were several fairly good libraries with good collections and high circulation, many of the libraries were very poor. Even the better ones were struggling along with low budgets. The books in many libraries were old and dilapidated. One library had a book on the diseases of cattle published in 1912. A stock farmer using this book would be doing more harm than good. The latest copy of the World Almanac was at least ten years old. Many of the collections should be weeded to get rid of old and worn books. The public is not attracted to old books in poor surroundings. In some libraries the furniture as well as the books was in bad condition. Some libraries depend entirely upon donations and gifts to add to the book collection.

Under these conditions, libraries are not in a position to provide the basic services demanded by the readers. They cannot serve the student who is seeking books and information for his studies, to write papers, and to augment his textbook reading. They cannot serve the adult who needs to continue his education to do a better job at work and to be a better informed citizen. They cannot help business and industry to grow and provide more jobs.

REPRESENTATIVE FINDINGS

In addition to conducting interviews in this study of the library situation in Oklahoma, the surveyors analyzed recent compilations of library statistics in order to evaluate public library service. Our findings, which are representative of the framework within which a library program is developed, cover population, accessibility of library outlets, collections, staff, hours of service, etc.

In a recent survey, returns were received from libraries in 45 counties. Those in the other 32 (7 of which had no library service) did not reply. Libraries which did not respond were almost without exception small libraries, which would not provide very much service. In all, 57 different libraries responded.

In answer to the question: "Does the library have at least (a) two books per capita, or 30,000 books, whichever figure is greater, for towns over 10,000, (b) for towns of 2,500 to 10,000 at least three books per capita or 10,000 books whichever figure is greater, (c) for towns below 2,500, at least four books per capita", 35 libraries answered yes and 22 answered no.

In answer to the question: "Does the library add enough books each year to provide at least one new book for every ten people", 36 answered yes, and 21, no.

In answer to the question: "Does the library withdraw worn out and/or out-of-date books, amounting to 5% of its total collection annually", 34 replied that they did and 23 did not withdraw these books.

This would seem to indicate that the book collections of two-fifths of the libraries reporting, and these can be assumed to be the more active and better libraries in the State of Oklahoma, do not meet the standards in the size of the book stock, in additions to book stock, or even in keeping the book stock, that they do have, in a fresh and up to date condition. Under these conditions it would be difficult for these libraries to give good service to their communities.

In another analysis it was shown that 43 libraries have no newspaper subscription at all, 24 did not reply and consequently, since these were relatively small libraries, could be considered as being in the non-subscribing category as well; 39 libraries subscribed regularly to between one and five newspapers and only 13 in the entire State had five or more to offer to their community.

The situation in relation to magazine subscriptions was much the same. Only 22 libraries in the State reported that they subscribed to 50 or more of the periodicals indexed in the Readers Guide to Periodical Literature. Eighteen more subscribed to between 25 and 50 of these magazines. However, 38 libraries reported that they subscribed either to the Readers Guide to Periodical Literature or to the Abridged Readers Guide. The former indexes approximately 125 magazines each year, the number varies some from year to year. The Abridged Readers Guide indexes approximately 25 magazines per year. This Readers Guide to Periodical Literature is the main index to general type magazines to bring to the attention of the reader, items of importance which appear only in magazine form.

In addition to the three Multi-County or City-County systems of libraries, which share a State circuit of film, only Oklahoma City and Enid indicated that they had films available for use by their patrons.

In relation to the circulation of phonograph records, which has come to be considered a normal library service, only 15 libraries reported that they had records for use. The total number ranged from two in one library, to 1,373 at Tulsa.

In relation to hours of service, of the total number of libraries, 68 either did not report or were open less than 20 hours a week, while only 21 throughout the State were open more than 40 hours a week, which meant again, that the average citizen had limited access to a library even though he was close to it.

An adequate number of library staff geared to the circulation and reference service given is usually a good index to the quality of library service. Out of the 119 libraries in the State of Oklahoma, 55 indicated that they had only volunteer staff or one staff member or less. One of these indicated that it had no staff at all! Only 16 libraries in the entire State indicated that they had either five or more staff. However, the surveyors feel that these statistics need to be taken with some serious doubt because several libraries indicating they have two or three staff members, are open so few hours a week that the figure does not seem realistic when compared with a more normal pattern.

The total number of staff in public libraries is low but the scarcity of trained professional library staff in the State is even more appalling. Only 20 libraries employ professional librarians. The total number serving in the public libraries of the State according to the latest reports is only 47 and 22 of these are employed by the Tulsa City-County Library System.

Total staff in the public libraries must be increased, but especially additional professional library personnel are required if efficient and effective library service is to be expected.

FINANCIAL SUPPORT

One of the obvious reasons for the poor quality of so many of the libraries in Oklahoma in both materials and personnel is the very low financial support received:

34 libraries receive less than 50¢ per capita;

31 libraries receive from 50¢ to 99¢ per capita;

23 libraries receive from $1.00 to $1.49 per capita;

6 libraries receive from $1.50 to $1.99 per capita;

7 libraries receive $2.00 or over per capita.

Most of the libraries not reporting were small, and it is safe to assume that had they reported their income, they would have been in the lowest category.

If library support is figured by county rather than by individual library, the financial situation is even bleaker as shown in the table below.

Per Capita Support of Public Libraries by Counties 1963

County	Per Capita	County	Per Capita	County	Per Capita
Adair	.00	Cherokee	.28	Tillman	.59
Atoka	.00	Rogers	.29	Kiowa	.60
Coal	.00	Bryan	.31	Texas	.61
Delaware	.00	Marshall	.31	Greer	.65
Harmon	.00	Washita	.32	Kingfisher	.68
Haskell	.00	Seminole	.34	Grady	.70
Latimer	.00	Pawnee	.35	Osage	.70
McIntosh	.00	Alfalfa	.37	Pontotoc	.73
Nowata	.00	Blaine	.39	Johnston	.74
Sequoyah	.00	Custer	.41	Okmulgee	.76
McCurtain	.02	Comanche	.42	Garfield	.82
Murray	.02	Logan	.44	Garvin	.85
Choctaw	.05	Cimarron	.45	Woodward	.86
Dewey	.06	Major	.45	Oklahoma	.94
Harper	.06	Wagoner	.45	Ottawa	1.02
Roger Mills	.07	Mayes	.47	Love	1.07
Jefferson	.08	Okfuskee	.49	McClain	1.08
Lincoln	.09	Pittsburg	.49	Muskogee	1.11
Craig	.12	Creek	.50	Noble	1.24
LeFlore	.13	Grant	.50	Payne	1.27
Pushmataha	.13	Beckham	.53	Washington	1.28
Ellis	.18	Woods	.53	Kay	1.41
Cotton	.24	Canadian	.56	Cleveland	1.46
Caddo	.25	Stephens	.57	Carter	1.94
Hughes	.27	Pottawatomie	.58	Tulsa	2.64
Jackson	.27	Beaver	.59		

Since 84 libraries in the State serve populations below 10,000 and 59 of these serve less than 5,000 people, it is easy to see that the total amount of money available for library purposes is so small that little service can be purchased.

Sixty-five public libraries in the State receive less than $1.00 per capita. The average support for Oklahoma public libraries is 99¢ per capita. Several years ago the Oklahoma Library Association established a standard for minimum support of libraries at $2.00 per capita. This does not reflect today's cost for materials and service as can be seen when this is compared to the American Library Association standard for minimum support of $3.82 per capita.

Only seven libraries in the entire State equal or exceed the old Oklahoma Library Association standard. No library in the State equals the American Library Association standard. Tulsa County, with a high of $2.64 is still $1.18 below the American Library Association figure.

In comparison with several neighboring states for per capita expenditure for public libraries, three states (Missouri, Kansas and New Mexico) spent more than Oklahoma while two others (Texas and Arkansas) spent less. The average for the six states is $1.24, which means that Oklahoma is below this average by 25¢.

A per capita expenditure for public library service of $6.00 was suggested at the 1964 Annual Conference of the American Library Association by Dr. Lowell Martin, an expert on library operation, especially in the development of State plans. He recommended $3.00 to be paid from local sources, $2.00 from the State and $1.00 from Federal funds.

It is recommended that $3.00 per capita be established for the present as the standard for minimum support of public libraries in Oklahoma.

COOPERATION BETWEEN LIBRARIES

In areas where the funds for the operation of a public library are obtained by taxes from a small population the total amount of money available will usually be too meager to provide acceptable library service for the community. This has led to a pattern of cooperation between libraries to stretch the library dollar to obtain greater value.

The reasons why a small public library should work with other library organizations are outlined clearly by Hannis S. Smith in "Cooperative Approach to Library Service" p. 1 (No. 16 in a series of pamphlets, Small Libraries Project, Library Administration Division, American Library Association).

He makes the following points:

> "Because it can add only a few new titles to its book collection each year. The minimum standard of 4,000 is beyond its financial reach.
>
> "It cannot afford library specialists in adult, young adult, and children's work. It is doing well if it has one professional librarian on its staff.

> "It does not have the resources to handle the more specialized or difficult reference questions.
>
> "It cannot afford the audio-visual materials.
>
> "Cataloging and book-processing require a disproportionate amount of staff time and energy.
>
> "It does not have the space to keep back files of magazines, newspapers, and other material; or if it does, it is often not equipped to do so."

In the last several years this trend toward more and more cooperation has led to the development of systems of libraries in many states. These systems of libraries serving large geographic areas through local outlets have a larger tax base. They can provide better service through more efficient operation such as centralized purchasing, cataloging and processing of new books. They can obtain better discounts through grouping of orders and greater purchasing ability. They can provide system specialists who can advise and train local librarians. They can provide a greater range of books which can be exchanged among member libraries, and they have the means to build up a collection of reference and special materials in one place for the use of all the libraries in the system.

Oklahoma should follow the pattern already established in so many states, that of cooperation between adjacent communities and adjacent counties so that the fullest type of service can be given. Every citizen in Oklahoma should have close to him, within at least a day's journey a collection of 100,000 non-fiction volumes to serve as a backstop for the material which is available to him locally, either through his own branch library or through bookmobile service in the more sparsely populated areas.

This district library, if we can give it that name, or regional library as the case might be, should also have close ties with the State Library, with the university libraries, as well as with the great libraries throughout the United States so that material which is not available either locally, or within the region, can be brought promptly to the individual to serve his needs through a cooperative system of inter-library loans from other parts of the United States, as well as from other parts of Oklahoma. It is only through this kind of cooperation that full library service can be given at the minimum cost to the citizen but with the greatest service for the dollar of taxes.

In recognition of the fact that the only hope for future sound development of public libraries in the State of Oklahoma was by encouraging the development of systems of libraries, the electorate of Oklahoma adopted the following Constitutional Amendment in July 1960:

> "Article X, Section 10A, To provide funds for the purpose of establishing and maintaining, or aiding in establishing and maintaining public libraries and library services, a special annual recurring ad valorem tax levy of not less than one (1) mill nor more than two (2) mills on the dollar of assessed valuation of all taxable property in the county shall be levied when such levy is approved by a majority vote of the qualified electors of the county voting on the question at an election called for that purpose by the Board of County Commissioners, either upon its own initiative or upon petition initiated by not less than ten (10) per cent of the qualified electors of the county based on the total number of votes cast at the last general election for the county office receiving the highest number of votes at such an election. This special levy shall be in addition to all other levies and when authorized shall be made each fiscal year thereafter until such authority shall be cancelled by a majority vote of the qualified electors of the county voting on the question at an election called for that purpose by the Board of County Commissioners upon petition initiated by not less than twenty (20) per cent of the qualified electors of the county based on the total number of votes cast at the last general election for the county office receiving the highest number of votes at such an election.
>
> "In counties having a population of less than two hundred fifty thousand (250,000), according to the most recent Federal Decennial Census, the proceeds of such levy shall be used by the county only for such public libraries and library services as are in cooperation with one (1) or more other counties having such population of less than 250,000; and in counties having a population of more than two hundred fifty thousand (250,000), according to the most recent Federal Decennial Census, the proceeds of such levy shall be used by the county only for joint city-county public libraries and library services. Nothing herein shall prohibit other levies for public libraries and library services or the use of other public funds for such purposes. All expenditures of the proceeds of such levies shall be made in accordance with laws heretofore or hereafter enacted concerning such libraries and library services. The provisions hereof shall be self-executing."

In order to implement the Oklahoma Constitution Amendment Article X, Section 10A the Oklahoma State Legislature passed two laws in 1961. One, the Oklahoma Multi-County Library Act 650. S 1961 PP62-70. The purpose of this act is stated in paragraph 63 as follows:

> "The purpose of this act is to foster and promote the establishment, maintenance and operations of multi-county free public library services throughout the state in order to give all its citizens equal opportunity of access to comprehensive library collections. It is the policy of the state to encourage the formation of such coordinated and cooperative library systems to the end of avoiding unnecessary duplication in the maintenance and operation of free public libraries and to stimulate the widest possible use of books and other library materials.
>
> "This particular Act permitted the establishment of a multi-county or district library which would serve two or more counties and would be cooperatively supported by these counties. It gives wide responsibility and authority to the boards of these libraries and provides that such a multi-county library may be established when each of the participating counties vote at a general or a special election to tax themselves between one and two mills on ad valorem valuations for purposes of supporting a multi-county library. This money is over and above the 15 mills which counties are permitted to tax for general purposes and the money can only be used for library purposes. There is no limitation in the law on either size of area to be served nor total population nor does this law take into consideration the ability of the counties to support library service."

The other law passed at the same time is entitled the Oklahoma City-County Library Act and is coded 65OS, 1961 PP 151-161. This particular section of the Law applies only to two counties in the State at the present time, Oklahoma and Tulsa. These are the only two which have a total population of 250,000 as provided in the Constitutional Amendment and have cities with the population of 100,000 which is required by paragraph 153 of the Oklahoma City-County Library Act. The provisions of this Oklahoma City-County Library Act are very similar to those provided under the Multi-County Library Law. There is a wide range of authority which is given to the Library Commissions. There is provision within each of the laws for the appointment of the members of the Commission partly by the city, partly by the county and such details as officers, meetings, quorums, contracts, librarian qualifications, qualifications of staff and other employees, budget, contributions, expenditures. In other words, these two laws provide very fully for the operation and maintenance of a form of library operation based upon the system concept. The one problem that these surveyors could see with these laws was that while they were conceived on the sound principle of larger units of service being the most efficient and economical type of library service to give, they do not take into consideration the possible cost of operation and the ability to pay in the cooperating counties.

One may well wonder why, during the last two or three years, there has not been a more rapid acceptance by counties of this enabling legislation to develop good library service. There have been votes for such cooperation in various other counties, and at the time the survey team was in Oklahoma during the summer and fall of 1964, there was considerable discussion among leaders of various counties of the State looking toward possible cooperation. Several counties did vote on possible development of Multi-County libraries and the vote was lost; sometimes by quite a bit, sometimes by a very narrow margin.

An analysis of the reasons for such defeats would seem to fall into the following categories: 1) the lack of knowledge, locally, of the full value of good library service which led to local apathy; 2) lack of adequate pre-planning for Demonstration Library activities which meant a shortening of the true demonstration period; 3) a shorter demonstration period, than is advisable, imposed by the rules of the State Library; 4) opposition on the part of individuals connected with local libraries, both trustees and librarians; 5) opposition on the part of corporations representing large tax-paying groups; 6) fear on the part of cities with library service that they would be giving more than they gained by joining with neighboring counties; 7) the local county pride in separateness and independence which is evident in most counties in Oklahoma.

Probably the most important one of these reasons is the first one. The lack of knowledge locally of the full value of good library service, because most of the citizens of Oklahoma, at least those living in most of the counties of Oklahoma, have not yet been exposed to what full good library service means. Yet in the six counties that have either Multi-County or City-County systems there is an enthusiasm for the type of service being given which is overwhelming to a visitor going into these communities. Even the people in those areas served only by bookmobiles are enthusiastic about the service being given. They wonder why it took them so long to recognize that they could be furnished this service for relatively little money.

One of the bad features of the Constitutional Amendment Article X, Section 10A which establishes the right to form Multi-County or City-County library systems is the extremely high population figure required for a City-County system. This limits the formation of this type of library system to only two counties, Oklahoma and Tulsa. Yet at the other end of the scale there is no limitation on population to be served, area to be covered or ability to pay in the section which permits the formation of a Multi-County system.

It has been indicated earlier in this report that one of the problems concerning libraries in Oklahoma is that few citizens are aware of what good library service can mean because they have never had an opportunity to experience it. There are some good libraries in Oklahoma not yet in Multi-County systems which could serve as models for citizens in the surrounding area if they were encouraged to develop their collections and service to an even greater extent.

It is recommended that the State Library contract with these libraries on the following basis: 1) the library should be the logical center for a future Multi-County central library; 2) the library will furnish a plan to be approved by the State Library which will show how they will proceed to develop a Multi-County system within a five-year period; 3) the library will agree to furnish free service to any resident of the State. In return the State would agree to match the local funds used for the purchase of books, magazines and other informational materials.

This type of contractual relationship will have two benefits: 1) it will expose many more people to a higher level of library service and should create a desire for more complete service in their area and 2) it will help to build the library collections so that it will be in a better position to take its place as the central library of a Multi-County system when this is finally voted by the participating counties.

It is recommended that the libraries selected for this contractual relationship should have no less than 30,000 volumes at present, they should be open for service a minimum of 40 hours per week, and their collection and service based upon observation by representatives of the State Library should be of such quality that their development would be of distinct benefit to the total area.

The other major problem in relation to the complete implementation of the Constitutional Amendment and the Statutes in relation to the formation of Multi-County and City-County library systems is the amount of appropriation which will be available under a two mill levy in certain counties providing a two mill levy were to be voted for Multi-County library purposes. As there is a wide variation in the value of property available for taxation from county to county, 61 of the 77 counties in the State would not be able to appropriate as much as $3.00 per capita under this formula. The surveyors feel $3.00 must be established as the minimum support for good library service. Unfortunately, many of the counties in the lower financial category are adjacent to one another and if systems of libraries were established the combined amount which could be appropriated would still be well below the necessary level of support.

For example, if we take the south-eastern part of the state, Choctaw

County would be able to appropriate, under the two mill levy, 98¢ per capita, Pushmataha $1.56, McCurtain 95¢ per capita, Latimer $1.27 per capita and LeFlore $1.00 per capita. If these five counties were to vote to tax themselves to the maximum under the Multi-County Library Law, at the rate of two mills on assessed valuation, a total budget of $92,992.25 would be available to serve the 87,420 persons living in the five counties according to the 1960 census. This would provide $1.06 per capita, far below the minimum per capita support recommended by the Oklahoma Library Association and even further below the more realistic $3.00 to $4.00 per capita which is now the average recommended throughout the United States. In addition to this, an area of 6,373 square miles would have to be served which would mean 1) that a sizable central library would have to be established which would contain a minimum of 100,000 volumes of non-fiction; 2) several branches would have to be established in strategic locations so that there could be library service within reasonable distance of people and, 3) an extensive system of bookmobile operation would need to be developed.

Bookmobile operation is usually more expensive per service unit than service which is given in a building in a fixed location. It would seem to be impossible to give this kind of service with this amount of money without some type of additional aid. This could be done by State Aid on an Equalization Formula basis which would take into consideration the actual valuations rather than the valuations based upon local assessments.

It has long been known in Oklahoma that there is a wide variation between the true value and the assessed value of property in many of the counties. In fact, the Oklahoma Tax Commission does a real estate ratio study each year which showed in 1963 a variation between the assessed value and the true valuation based on actual sales of between 16.47 and 26.79. This ratio is obtained by dividing the total assessed value according to local county standards against the actual sales price for all property sold in that county during the year. Obviously, the person living in a county with the higher ratio of 26.79 is paying proportionately more for support of all governmental functions than the person whose ratio of assessed value to actual value is only 16.47.

There is abundant experience throughout the United States for developing formulas which will assist areas whose income level and total valuation is low to obtain the benefits, at least at a minimum level, of state assistance for those services which are important to the development and economic betterment of that area. However, it goes without saying that before such an Equalization Formula can be applied, that it is necessary for all people in the State to feel that they are taxed on the same basis and therefore the wide variation in the ratios between assessed value and real value should be considered seriously before adopting a standard form of Equalization Aid. However, after spending so much time in the State of Oklahoma, and seeing so many library situations, as well as studying the ability to pay, the surveyors are convinced that the only way libraries can be developed rapidly to the point where good service can be given will be through some form of State Aid.

In fact, the State of Oklahoma has adopted this pattern in its State Aid to schools. A minimum level of program is established by the Department of Education and the State then assists if the local support is insufficient to produce the financial support for the schools necessary to provide this minimum level of program established by the State.

It is recommended that some similar consideration be given toward the development of libraries especially in those areas where local taxation, even at the maximum level permitted by law, will not bring in enough money to give the minimum level of library service that is needed.

As long ago as 1954 the Library Development Committee of the Oklahoma Library Association published an Oklahoma Public Library Plan. They have the following to say concerning responsibility for development at the State level:

> "We have witnessed the transfer of responsibility for schools, hospitals, public welfare, road construction and other services to state and federal jurisdiction. Little has been done to alter the organizational and financial structure of libraries. All of these governmental services have one thing in common: they cost more than most communities by themselves can afford.
>
> "From the experience in other states, it is apparent that Oklahoma must provide the legal framework which will stimulate library growth and development. Libraries must be organized into large multi-county service units to reach economical and effective proportions. Revision of the tax structure must be made to increase revenue for the support of libraries and make it feasible for cities to extend their services beyond their boundaries. Such action may be accomplished by the state legislature. In addition the state legislature must assume some responsibility, as in the case of schools and other governmental services, to stimulating library development. Multi-county arrangements are often an unwieldy device - difficult to bring about and hard to perpetuate. The state must be prepared to exert its leadership as other states have done to effect the utmost cooperation. It is proposed that funds be made available by the state legislature to foster inter-county agreements for library service."

This situation is still true. Although there has been much progressive development for public libraries in the ten-year period, there are still only one City-County Library System and two Multi-County Systems affecting in all, only six of Oklahoma's 77 counties. The future does not look bright unless the State accepts its share of responsibility for encouraging development of larger units of service. Many of the states in the United States have found that this is the only way in which good library service can be given.

This is especially necessary in Oklahoma where so many of the counties are rural. As we have seen earlier in this report there is a very definite move of population from these areas into the urban communities. With the lessening of population and the low economic base for many of the counties it will be impossible for them to develop library service without joining with neighboring counties and having some assistance and guidance at the State level.

State Aid Formula

Therefore, the following pattern of State Aid is recommended:

For those counties which will vote to enter a Multi-County system and are willing to vote an appropriation of two mills per capita and if this total amount within the county does not come to $2.00 per capita, they be given an equalization grant based upon the adjustment of their assessed valuation to the average ratio of assessment to actual valuation as published by the Oklahoma Tax Commission each year. For example, in their study for 1963, completed on January 1, 1964, this average ratio was 22.31. Where the county ratio is below this figure the State Aid will only be given for that amount necessary to bring the total per capita amount up to $2.00, if this average ratio were used instead of the actual ratio within that particular county. If a county's ratio is equal to or more than the average ratio for all counties, then they will have been considered as doing their share in taxing themselves to obtain this amount, and the total difference between the per capita amount appropriated and $2.00 per capita will be granted by the State. The per capita figure should be based upon the last decennial census population.

In order to encourage the development of Multi-County plans and systems, there should be an establishment grant made when two counties agree to join together in a Multi-County system of $25,000. for each county. For each additional county joining the system an additional $15,000. would be granted.

As State assistance for the annual operating costs of library systems a per capita grant of 40¢ should be the base when the local appropriation amounts to $2.00 per capita or less. The Equalization Grant recommended above should not be considered in figuring local appropriation, an additional grant on a matching basis should be authorized and granted for the amount appropriated from local funds between $2.00 and $3.00 per capita.

Because it is more expensive to serve a large area than a small one, it is recommended that an area grant of $5.00 per square mile be given for a system serving a total area up to 3,000 square miles. That a figure of $6.00 per square mile be given for areas between 3,000 and 4,000 square miles, $7.00 per square mile between 4,000 and 5,000 square miles and $8.00 per square mile for systems serving between 5,000 and 6,000 square miles. It is recommended that systems serving in excess of 6,000 square miles not be approved.

Since every system should have a basic collection in their central library of at least 100,000 volumes of non-fiction within a reasonable time after the beginning of the system, it is recommended that the State Librarian be authorized to contract with existing libraries in colleges and universities as well as in public libraries within the region or district served by the library system to provide, at the outset, this backstop type of collection.

There are a few public libraries in the state of Oklahoma with as many as 100,000 volumes including both fiction and non-fiction and it is realistic to realize that it will take time to build up an adequate collection and to provide the necessary housing for these collections. The surveyors are convinced that while it will not be possible to develop overnight a total and adequate library system for the State of Oklahoma, nevertheless it is extremely important that some type of incentive be given if library coverage for the State is to be developed.

Federal Aid

It is further recommended that immediate steps be taken by the Legislature to increase the amount of money available for public library services so that full advantage can be taken immediately of the Federal money under the Library Services and Construction Act, which is available for use in the State of Oklahoma if it can be matched to the maximum amount by the State.

The United States Department of Health, Education, and Welfare INDICATORS for March 1964 gives this brief description of the major provisions of the Library Services and Construction Act of 1964 (P.L. 88-269):

"Services (Title I)

"Title I effective during Fiscal Year 1964 only for rural areas (places of less than 10,000 population), after July 1, 1964 becomes effective in urban areas as well.

"Authorizes $25 million for Fiscal 1964 and such sums as Congress may determine for Fiscal Years 1965 and 1966. The minimum allotment which must be matched is $100,000 for each of the States, Puerto Rico, and the District of Columbia; and $25,000 each for American Samoa, Guam, and the Virgin Islands.

"To remain eligible for a Federal grant, a State must maintain its expenditures for all public library service at least at the same level as in Fiscal 1963; and State and local expenditures for public library service must not fall below the 1963 level. State allotments for Fiscal 1964 will remain available in Fiscal 1965.

"Funds may be used for salaries, books and other library materials, library equipment and other operating expenses, including costs of administering the State plan for construction.

"Construction (Title II)

"Title II includes, for both urban and rural areas, the construction of new public library buildings and the expansion, remodeling, and alteration of existing buildings for public libraries and the initial equipment of such buildings. Architect's fees and the cost of the acquisition of land are also included.

"Authorizes $20 million for Fiscal Year 1964 and such sums as the Congress may determine for Fiscal Years 1965 and 1966. State allotments for Fiscal Year 1964 would remain available in Fiscal Year 1965. Unlike Title I, States are not required under Title II to match a minimum basic allotment.

"State plans will describe criteria used for insuring that construction projects are for facilities to serve areas, as determined by the State Library administrative agency, which are without library facilities necessary to develop library services."

The formula used to determine the relative percentage of State and Federal shares of library aid is arrived at in the following manner as determined by the Library Services and Construction Act.

> "The 'Federal share' for any State shall be 100 per centum less the State percentage and the State percentage shall be that percentage which bears the same ratio to 50 per centum as the per capita income of such State bears to the per capita income of all the States . . . except that the Federal share shall in no case be more than 66 per centum or less than 33 per centum. . .".

This simply means that the percentages used for the Federal and State shares are computed on the basis of the per capita income of the State in comparison with the national average. The State's share is the ratio of the State's per capita income to the national per capita income times 50%. The Federal share is then 100% minus the State percentage.

For example...

Using the 1960 per capita income statistics which show $1,848. for Oklahoma and $2,223. as the national average for the United States, the formula is 41.5% for Oklahoma and 58.5% for the Federal Government. This is arrived at as follows:

$$\frac{1848}{2223} \times 50\% = 41.5\%$$

Under the expanded Library Services and Construction Act 1964, the following funds are available to the State of Oklahoma for public library development if the State provides the required matching dollars:

Title I - Library Services;	Federal Share	$352,626.
	State Share	250,360.
	Total	$602,986.

Total State "matching" funds available (used for public library development in State)	$ 88,450.
Total Federal Funds available on this basis	$124,556.

LOSS TO LIBRARY DEVELOPMENT IN STATE OF OKLAHOMA UNDER TITLE I

In 1964-65 due to lack of sufficient "matching" funds:

Federal funds	$228,070.
State funds	161,910.
Total	$389,980.

Title II - Public Library Construction:

Federal Share	$410,175.
State Share	291,219.
Total	$701,394.

Demonstration Libraries

The present method for developing a Multi-County library system depends largely on groups of interested citizens in adjoining counties. They form committees from each county and request help and advice from the Library Extension Division of the State Library. Application is made to the County Supervisors of each county involved for their support and the promise that the question of approval of the Multi-County system and the required tax will be placed on the ballot after a suitable Demonstration period.

A formal request is then made to the State Librarian to provide a Demonstration period. This means the provision of a librarian qualified to carry on the job plus a bookmobile and a collection of books and other materials which can then be set up to give library services in those areas where it has not been given before. Usually an appropriation of approximately $25,000. is available and there are materials which are pre-cataloged at the Library Extension Division of the State Library which are supplied for use in this area. Arrangements are then made for bookmobile stops, agreements are reached for stocking library stations in stores, or firehouses or whatever other community buildings are available so that service can be brought to people over the entire area.

If the Demonstration is successful, then the people in the counties vote to tax themselves to maintain a Multi-County library system. The State Library then transfers title to the bookmobile and to the bookstock that is already in the area to the Multi-County library board. If the vote is not successful and it is not possible to set up the Multi-County system, the State Library then takes back the material and equipment which had been on loan during this Demonstration period.

There is some indication that there was not enough pre-planning for the Demonstration period in several of the counties where the vote was negative. The librarian should spend between two and three months making sure that arrangements are made for bookmobile stops, and should ascertain where the central collection is to be housed; should know where the bookmobile will be garaged. Adequate time should be given to advertising by appropriate notices, newspaper articles, word of mouth at meetings, etc., to familiarize the public with the aims of the Demonstration period and the services to be made available to them. During the preliminary planning, budgets should be carefully estimated and staff recruited.

The State Library has been somewhat arbitrary in saying that a Demonstration should last not more than 18 months and preferably only until the first opportunity to vote on the issue of establishing a Multi-County system. The vote had come up in six to eight months after the Demonstration started in some cases, and this was not sufficient time to let people experience the full advantages of good library services. Several counties now having Multi-County library systems required two elections before an affirmative vote was cast.

It is recommended that there should be a minimum of four to five years for the Demonstration period, including the pre-planning time, before the bookstock and bookmobile are pulled back to the State Library. If the vote is successful before the five years are up, so much the better.

In any case, if a vote is lost on the first election the Demonstration period should be given for at least another year so that the voters may be given a fair opportunity to evaluate what good library service can mean to them.

The most successful library system in Oklahoma is the Tulsa City-County System. In this particular case the program was carefully detailed and took several years to accomplish. As a result of this, within a two-year period after the successful vote, 22 branches were established and a central building was under way. This successful program has gained national acclaim and this was due to the fact that the library trustees and the staff were able to act quickly because of careful pre-planning.

PUBLIC INTEREST

The interest shown in the development of libraries and library systems by the citizens interviewed by the surveyors in various parts of the State, the enthusiasm shown by the approximately 500 participants at the Governor's Conference on Libraries held at Norman on September 23, 1964, and the success of the regional meetings which followed the Conference are convincing proof that the development of strong systems of libraries throughout the State can be rapid.

Such development will require strong central leadership which can be supplied by the Oklahoma Council on Libraries, the Oklahoma Library Association and the State Library.

It will require the active support of leading citizens, newspapers, radio and television in all parts of the State.

It will require the strengthening of the Trustees Division of the Oklahoma Library Association. Practical programs should be developed so that library trustees can participate in the State-wide development of library systems.

It will require the recognition of the importance of libraries to the economic and cultural development of the State by the State Legislature and their support of legislation to provide State Aid for library development.

These can be accomplished and the benefits to the State will soon be obvious.

RECOMMENDATIONS

In order that a program of good library service on a State-wide basis be developed, it is essential that the recommendations in this Chapter be given serious consideration. If they are implemented, it will bring the standards of library service for Oklahoma to a level whereby libraries will take their true place in the lives of the people.

It is recommended that $3.00 per capita be established for the present as the standard for minimum support of public libraries in Oklahoma.

It is recommended that systems of Multi-County or City-County libraries be developed under standards and plans established by the State Library.

It is recommended that the State of Oklahoma recognize its responsibility for the development of public libraries by adopting a program of State Aid to Libraries.

It is recommended that the State of Oklahoma take immediate action to benefit under the Federal Library Services and Construction Act of 1964.

Chapter IV

SCHOOL LIBRARIES

The study of school libraries in Oklahoma was not the main purpose of this survey. Nevertheless the Oklahoma Council on Libraries did ask the surveyors to investigate all types of libraries in the State, especially insofar as their operation might effect the public library operation. This is particularly true of the school library since it is the normal pattern during school years for the children to try to obtain from the public library that material which they cannot obtain from their school library but which they need in support of their studies. The library, both in the elementary and the secondary school, has come to be an important part of the total pattern of education and the development of these libraries in most states has been very rapid during the past few years.

Although most of the field work for this survey was done during the summer of 1964 and it was not possible to visit school libraries to see them in operation, we did talk with parents and with local public librarians in each of the areas visited to get some idea of the strength of the school library. We also spent some time talking to school librarians that we met in various parts of the State. Considerable assistance was given in the form of statistics and general information by the office of the State Superintendent of Public Instruction.

From the statistical information obtained it is apparent that many of the school libraries are in very poor condition. Many of the school principals apparently do not consider libraries to be important and therefore are unwilling to make the necessary appropriations for their operation.

For example: Out of a total of 631 elementary schools in non-high school districts, the amount spent for library books was $82, 774. 46. The number of schools having central libraries was only 273 and the number of elementary schools having a person designated as a librarian was 65. In other words, in the non-high school districts 57% of the schools had no central library and 90% had no person designated as a librarian.

The situation in the elementary schools in high school districts was somewhat better but still left a great deal to be desired. The total amount spent for library books in the high school districts for the elementary schools was $441,985.22. The number of schools having central libraries was 446 and the number of elementary schools having a person designated as a librarian was 371. However, the number of elementary schools in the high school districts was 1,074. Therefore, 59% of the elementary schools in the high school districts did not have a central library and 66% of the schools did not have a person designated as a librarian.

In junior high schools out of the total of 333 recorded in 1963-64, 313 had librarians but only 297 were allowed any time during the day to work in the library and this for a total of 832 hours. The other 16 junior high schools did not allow the librarian to spend any time in the library. Twenty of the schools have not designated a person as a librarian. In the 297 schools where some time was given during the day, this amounted to an average of only two hours and 48 minutes.

In relation to the high school libraries, information was taken from the applications for accrediting high schools 1963-64. A total of 592 schools were used. The total amount spent for library books was $405,306.17. 573 of the high schools had designated a person as librarian. The schools varied considerably in the amount of time which the librarian was allowed during the day to work in the library. 298 of the schools allowed only one period, 89 allowed two periods, 59 three periods, 12 allowed four periods, 15 five periods and only 63 of the librarians were full time.

This means that out of a total of 592 high schools, 19 did not bother to appoint a librarian, 37 of those that did appoint librarians did not allow them any time to work in the library, and over half the schools allowed only one period during the day for the librarian to be in the library.

The total high school enrollment for 1963-64 was 125,767. The total junior high school enrollment on October 1, 1963, was 105,960. The total elementary enrollment in non-high school districts was 29,967 and in high school districts was 278,337.

The Annual Bulletin of the State Department of Education has very specific regulations in relation to the libraries in schools. They are as follows:

> "IX. LIBRARY
>
> "Regulation a. The library shall be organized as a resource center of instructional materials for the entire educational program.

"Regulation b. The library shall be in charge of a teacher who should have special preparation in library science, such as organization and administration, cataloging and classification, book selection and acquisition.

"Regulation c. In schools with an enrollment of 500 or more students, the librarian shall be full-time. In schools with an enrollment of 200-499 students, the librarian may be full-time, or a teacher-librarian; at least half the time of a teacher-librarian shall be devoted to the library. In schools with an enrollment of 100-199 students, at least two periods a day of the teacher-librarian's time shall be devoted to the library. In schools with an enrollment of less than 100 students, at least one period a day shall be devoted to the library.

"Regulation d. The budget shall be planned in accordance with the library needs as shown by the annual library inventory and in accordance with the school's objectives for library service. Schools may be asked to substantiate their library expenditures by invoices.

"The following scale of minimum expenditures is required:

"1. Secondary Schools

$2.50 per pupil for the first 200 pupils, but not less than $400.
$1.50 per pupil for the next 300 pupils.
$0.75 per pupil for each pupil above 500.

"2. Elementary Schools

"The expenditure for elementary grades shall be such as to maintain a desirable library and reading program. The elementary school library shall contain suitable reference books, sets of supplementary readers, functional readers, and recreational reading materials.

"An average of $40.00 per classroom unit shall be expended on improving the elementary library each year.

"X. LIBRARY

"Criterion a. The library staff should consist of a full-time or part-time librarian and an adequate number of assistant librarians or student librarians, depending upon the size of the school.

"Criterion b. The library should be attractive, adequate in size, properly lighted, and easily accessible to all students.

"Criterion c. The library should be the center of the instructional program and should be used in such a way that it will assist students and teachers to enrich the instructional program being offered in the school.

"Criterion d. It should be balanced to the extent that it affords a wide variety of reading matter on different grade levels and areas of work.

"Criterion e. Books for the library should be selected with the following factors in mind:

Needs of pupils
Interest of pupils
Information needed for pupils
Relation to the curriculum
General reference
Enrollment"

Criterion f and g enumerate the percentage of collections for each subject class. These are directional percentages for school librarians and it is not considered necessary to quote them within this report.

"Criterion h. Approved book lists should be consulted before any books are purchased.

"Criterion i. The facilities of the library should be freely used by each departmental area whether the books are kept in the central library and/or in the classroom.

"Criterion j. The library should be catalogued and classified according to an acceptable cataloguing system. The Dewey Decimal System is recommended. If this system is too complicated for the elementary school, the following plan is suggested:

"Shelves may be labeled: Social Studies, Fiction, Science, etc.

"Letters designating the kind, author, and the title should be printed on the spine of the book. Example: All fiction books should be labeled with the letter F. If the author is London, and the title of the book is "Call of the Wild," L-C should be painted on the spine with white ink or white show card paint on a black band with india ink one (1) inch from the bottom of the book.

"Criterion k. All books should be equipped with pockets and cards and listed in an accession book or shelf list which is kept up-to-date.

"Criterion l. The elementary school library should contain suitable reference books, functional readers, dictionaries, recreational reading materials, and at least the following number of sets of supplementary readers: three sets of supplementary readers for the pre-primer, four sets for the primer, five sets for the first grade, four sets for second and third grades, and one set each for the fourth and fifth grades.

"Criterion m. The junior high school library should contain an approved encyclopedia, unabridged dictionary, and adequate and suitable reading materials for the various classes, and reference books for exploratory and guidance purposes. The number of approved books in the junior high school library should average three for each pupil enrolled, with a minimum of 500 books in the library.

"Criterion n. The minimum requirements for the senior high school library are as follows: An approved encyclopedia; an approved dictionary; fifty approved books for each course in English, fifteen in each course in history, problems of American Democracy, science, industrial arts, home economics, and agriculture. In schools where the class enrollment is fifteen or more students, the number of books provided should be increased proportionately to the numbers listed above.

"Criterion o. A sufficient number of periodicals, newspapers, pamphlets, and news magazines should be made available to the students on their grade levels.

"Criterion p. Adequate provisions should be made for the audio-visual materials. The materials should be catalogue and a list of titles by subjects properly alphabetized, with an annotated description of each, made available for use by each teacher.

"Criterion q. Encyclopedias. The State Department of Education does not review encyclopedias for the purpose of approving them. Any encyclopedia recommended by the Committee on Subscription Books of the American Library Association will be accepted."

The regulations, as taken from the Bulletin of the State Department of

Education are almost an exact copy of the policies and criteria for the approval of secondary schools put out by the North Central Association of Colleges and Secondary Schools which is the accrediting agency for the State of Oklahoma.

These criteria which are far below the major quantitative standards for school library programs recommended by the American Library Association would still provide a beginning for better school libraries if they were followed. It is obvious that in the school libraries in the State of Oklahoma, more often than not the standards are not adhered to. This may be for two reasons:

1) that the accrediting teams sent out by the Department of Education by the State of Oklahoma and also the North Central Association of Colleges and Secondary Schools apparently have not paid enough attention to the careful analysis of school libraries according to the standards which have already been established.

2) in the Department of Education, there is no one whose particular job it is to make sure that the libraries are kept up to the standards established.

There is a position of Supervisor of Libraries which has been established for the last three years, but to date no one has been employed to fill the position. It would seem imperative if there is to be any hope for better school libraries in the State of Oklahoma that this position be filled immediately. It would probably do more than anything else to bring the school library situation to a standard that the State of Oklahoma could be proud of.

There is a specific group in the State who should be especially interested in the quality of school library service offered, and that is the parents.

Some time ago This Week Magazine published an article on "Developing Your School Libraries," which had a list of ten items entitled "What You as a Citizen and Parent Can Do." These are considered by the surveyors to be a good base for parents and citizens to work from in pursuit of good school libraries. The ten items are listed below.

"1. Discuss the school library situation with the Superintendent of Schools and the Board of Education.

"2. If there is a librarian employed by the school district, urge her to survey the existing library facilities in the schools.

"3. If there is no librarian employed by the school district, seek help from the state, county, or local public librarian.

"4. Visit schools where there are active school library programs.

"5. Urge the appointment of a qualified school librarian to serve as the supervisor or coordinator of the state-wide program.

"6. Urge successful teachers who are interested in books and the curriculum, and who work well with children and teachers, to enroll in school library courses in summer school as a first step toward becoming professional librarians.

"7. Stress the need for adequate clerical staff so that the librarians are utilizing their special skills and not serving primarily as clerks and caretakers.

"8. If parents are used as volunteer workers in the school library program, be sure that their work is planned and supervised by a professionally trained librarian.

"9. Urge that financial support for staff, materials and quarters be included in school budgets.

"10. Make sure that libraries are included in all new schools."

Citizen support and interest is essential for the development of good school libraries, just as it is necessary for the development of public libraries in a community. It is important for the parents to know what is going on and to know the reason why certain things are not being done and to insist on high quality of service so that their children may get the full benefit of their educational program.

AMERICAN LIBRARY ASSOCIATION
SCHOOL LIBRARY STANDARDS

The American Library Association has established standards for school library programs and these standards should be the aim for the development of good school libraries throughout Oklahoma, and we list them so that they may be compared to present standards in the State and used as a guide for the future.

In recognition of the fact that small schools present a special problem in relation to library service and facilities, two sets of standards have been established: for schools having 200 or more students and for schools having fewer than 200 students. Since many of the schools in Oklahoma are small and serve less than 200 students, we are listing both sets of standards in this report.

The library standards for schools having 200 or more students are:

"The Collections of Printed Materials

"The collections in the school library are under the delegated administrative responsibility of the Head School Librarian.

"Location in the School:

1. School library area or areas with seating space for at least 45-55 in schools with 200-550 students or fewer; and for 10% of the student enrollment in schools having 551 or more students.
2. Classroom collections on short- or long-term loans from the school library.

"Annual Expenditures:

1. Funds for regular library books: In schools having 200-249 students... at least $1,000-$1,500. In schools having 250 or more students... at least $4.00-$6.00 per student.
2. Additional funds as required for: Encyclopedias, unabridged dictionaries, magazines, newspapers, pamphlets; Rebinding; Supplies and equipment (Funds for supplies and equipment are provided in amounts sufficient for the needs of the school).

"Size of the collections (in the case of some schools, these collections may be supplemented by materials received from district or central depositories of materials):

1. Books:
   Minimum size of the collections in schools having 200-999 students... 6,000-10,000 books. 1,000 or more students... 10 books per student.
2. Magazines:
   a. At least the following number of titles in the general magazine collection in

Schools having Grades K-6....	25
Schools having Grades K-8....	50
Junior High Schools..........	70
Senior High Schools..........	120

   b. Plus at least 5 titles in the areas of librarianship and instructional materials.

3. At least 3-6 newspapers.
4. An extensive collection of pamphlets covering a wide range of subjects.

"Personnel:

1. Librarians:
   For the first 900 students* or fraction thereof: 1 librarian for each 300 students or major fraction thereof. For each additional 400 students or major fraction thereof: 1 librarian.
2. Clerks:
   1 clerk for each 600 students* or major fraction thereof.

*The school having 200 students has a full-time librarian and a half-time clerk."

The library standards for schools having fewer than 200 students are:

"Library resources and services in schools having fewer than 200 students.

The provision of a functional program of school library service, directed by professionally qualified personnel, is as important for the small school as for the large one. No one would deny this principle, but any realistic appraisal of the facilities required for such service must recognize that for most small schools it can come only as the result of a well-planned, cooperative arrangement between several schools and a central agency established or equipped to provide such service. 'Small' Schools are defined in this book to mean those with an enrollment of fewer than 200 pupils. They may be ungraded schools, independent school districts, or small schools which are part of a larger school district, with or without a secondary school. They may have as many as seven or eight teachers, or they may be one-, two-, or three-teacher schools containing grades K-8, 1-5, 7-9, 9-12, or any combination of grades.

"THE LIBRARY PROGRAM

A good school library program for students and teachers in the small school has the same educational objectives as the program outlined for larger schools and its development in any school requires the provision of professionally qualified library personnel, an organized collection of several types of materials, and adequate space for the materials.

"PERSONNEL

Guiding principles for the personnel for the library program in the very small school follow:

1. The library program with the small school may be in the charge of a class room teacher or it may be the responsibility of a field librarian who spends part-time in more than one school.

2. The smallest one-teacher school should have the services of a school librarian at least once a week, to be spent in group work with the students and in advisory work with the teacher.

3. As the enrollment of the school increases, the amount of time provided for the librarian to be in the school should also increase. The development of a library program in schools with an enrollment of 75 will require the services of a librarian at least one day a week, and in those schools with enrollments of 150, the services of at least a half-time librarian.

   The above provisions represent minimal conditions. It should be kept in mind that the standards recommend a full-time librarian and a half-time clerk for libraries in very good schools having 200 students, and that some superior schools having fewer than 200 students now have library programs with a full-time librarian and clerical assistance.

4. The number of schools to be served by one librarian working on the staff of the central agency will depend not only on the enrollment of the schools, but also on the amount of driving time required to reach them and the degree of responsibility that the librarian has for the processing of materials and other duties in the central agency.

5. Advisory services for and consultant work with teachers about books, other materials, and their uses are probably the most important parts of the field librarian's work, since

the classroom teacher in the very small school has practically the entire responsibility and opportunity to make books and other materials important elements in the daily experiences of each individual student.

"MATERIALS

1. Each school building needs its own up-to-date and appropriate collection of materials, centrally located and easily accessible to all teachers and pupils. This collection must be supplemented throughout the school year by materials on short- or long-term loan, quickly available from the central agency.

2. The nucleus of the materials collection to be retained within the school follows:

    a. A carefully selected basic collection of those books that need to be accessible to teachers and pupils for all or most of the school year. The number of books to be included may vary considerably, depending in part on enrollment, needs, and economic ability, but most of all on the availability of additional books from the central agency. In view of the fact that schools with 200 students need at least 6,000 books in their school libraries, smaller schools, where circumstances permit, can use collections of proportionate size.

    b. A magazine collection with at least 10 to 15 titles for meeting the curricular purposes and general interests of students and teachers.

    c. An up-to-date reference collection that includes, as a minimum in the very smallest school, a variety of dictionaries, one encyclopedia, a world atlas, and an almanac.

    d. A selection of pamphlets, pictures, and other vertical file materials.

    e. Those filmstrips and recordings that will be used several times during the school year.

3. Provision is made for keeping the basic, school-housed collection up-to-date with current materials, in good physical condition, and appropriate for the interests and abil-

ilities of the student group.

4. All materials used in the school meet the basic criteria for selecting and evaluating materials.

"QUARTERS

1. In schools with several teachers it is desirable to have a central library room that is large enough to seat one class group and to house the materials in the basic collection and on loan from the central agency. It should be equipped with functional shelving, tables and chairs of appropriate heights, a card catalog case, a vertical file, a book truck, and a desk. If space for a library room is not available, another area in the school can be adapted for shelving the materials in a central, accessible location: a corridor, vestibule, cloakroom, book storage room, or multi-purpose area.

2. In two-teacher schools serving different grade groups (1-3 and 4-6, for example), each room is best served by having its own collection.

"THE CENTRAL AGENCY FOR LIBRARY SERVICES AND RESOURCES IN SMALL SCHOOLS

"Services

Various factors affect the number and kinds of library services and resources that can be provided through co-operative arrangements, but whatever they may be, the co-operative plan requires the establishment of a central service agency, center, or department. This central agency may be part of a district materials center or a less fully developed unit. Essentials in a minimum program include the following provisions, for which funds must be made available on the basis of local needs and conditions:

1. Quarters that have sufficient office, workroom, and storage space, the amount needed depending in part on the services to be performed, the number of schools being served, and the extent of the materials collections. (It is also desirable for the center to include a conference room where teachers can gather to examine and to discuss the selection and use of books and other materials.)

2. The services of professional librarians, library clerks, and maintenance workers. The staff may consist of a school

library supervisor for the co-operating districts, a librarian in charge of processing and organizing materials, one or more field librarians to provide service within the schools, or professional staff personnel serving in some combination of these capacities. In addition, sufficient secretarial and clerical assistance is provided, as well as personnel to handle the maintenance and delivery of materials.

3. The centralization of the machinery for the clerical and technical processing of materials.

4. The maintenance of a centralized pool of printed and audio-visual materials of many types which the schools may draw upon to supplement their own school-housed collections, plus a collection of professional books and magazines and a variety of curriculum and instructional materials for teachers.

"ORGANIZATIONAL PATTERNS

"The types of co-operative organization that may be used for the central agency include the following:

1. Contractual arrangements between small school districts and a legally established intermediate unit, staffed and equipped to provide a central materials agency and school library service unit.

   A soundly organized and stable intermediate unit that serves a number of separate districts in the area represents the best form of organization for most very small schools. Desirable intermediate units have a minimum pupil population base of approximately 10,000. The intermediate unit is a structure that functions between the basic school districts and the state education department but within the same organizational framework typically responsible for education.

2. Contractual arrangements between small school districts and larger school districts in a position to supply any or all of the required services.

3. Contractual arrangements between small school districts and institutions of higher learning for services, materials, personnel, or any combination of these.

4. Contractual arrangements between small school districts and public, county, or regional library agencies for services, materials, or personnel, or any combination of these."

It can be easily seen that the standards of the American Library Association are much higher than those adopted by the North Central Association of Colleges and Secondary Schools and also by the Oklahoma State Department of Education. Certainly the State of Oklahoma which is proud of the educational program upon which it spends such a large proportion of the tax dollar should aim at the higher standards rather than the lower. At the present time there are very few schools in the State of Oklahoma that meet the national standards. As an example, the following three tables which were prepared by the School Librarians of Oklahoma about a year ago show how far short of the national standards the collections in the high school libraries are. Only those schools accredited by the North Central Association of Colleges and Secondary Schools were used for the development of these tables.

Number of Current Magazine Subscriptions for the Collection in the High School Library According to Enrollment.*

Magazine Subscriptions	299 or less	300 - 699	700 - 1099	1100 - 1499	1500 - 1899	1900 - 2299	2300 and up
1-9	1	2					
10-29	13	8	1				
30-49	4	12		3			
50-69	2	9	4	3	2	2	
70-119	2		1	1	5	2	2
120-up				1			1
No report		2	1				

* 120 titles recommended as the minimum number of current magazine subscriptions for the senior high school library by the National Standards.

97+% of the High School Libraries indicate the number of current magazine subscriptions for the library collection is below the National Standards.

2+% of the High School Libraries indicate the number of current magazine subscriptions for the library collection meets or exceeds the national recommendation.

Number of Volumes in High School Library Collections According to the Enrollment. *

Volumes	299 or less	300 - 699	700 - 1099	1100 - 1499	1500 - 1899	1900 - 2299	2300 and up
0-2499	4						
2500-4999	14	23	1				
5000-7499	3	10	2	3			
7500-9999	1		3	3	2	1	
10, 000-12, 499			1	1	1	1	1
12, 500-14, 999				1	1	1	
15, 000-19, 999					2		2
20, 000 & over						1	
No report	1						

* Minimum number of titles in the High School Library Collection as recommended by the National Standards:

200-299 enrollment....... 6, 000 to 10, 000 books
1000 or over enrollment... 10 books per student

Oklahoma Senior High Schools having an enrollment of:

200-299 pupils:	91+% of the High School Library Book Collections are below the National Standards.
	8+% of the High School Library Book Collections meet the National Standards.
1000 or more pupils:	85+% of the High School Library Book Collections are below the National Standards.

14+% of the High School Library Book Collections meet the National Standards.

Expenditure for Printed Materials, Bindery, etc. by High School Libraries According to Enrollment. *

Expenditures	299 or less	300 - 699	700 - 1099	1100 - 1499	1500 - 1899	1900 - 2299	2300 and up
$499 and under	3	5	2				
$500- 999	15	14	2				
$1000-1499	2	8	1	1			
$1500-1999	1	3	1				
$2000-2499				3			
$2500-2999				1			
$3000-3499							
$3500-3999					1	4	3
$4000 & over				3	6		
No report	2	2	1				

* National Standards recommend that the maximum expenditure for books only for the High School Library Collection is at least $4-$6 per pupil. Additional funds are needed for encyclopedia, unabridged dictionaries, magazines, newspapers, pamphlets, rebinding of books, supplies and equipment.

84+% of the High School Libraries in Oklahoma indicate that expenditures for library books, periodicals and rebinding is less than $4-$6 per pupil.

16-% of the High School Libraries in Oklahoma indicate that expenditures for library books, periodicals and rebinding is at least $4-$6 per pupil.

The school library situation can be improved fairly rapidly if: 1) citizens and parents are aware of what they should expect from school library service for the benefit of their children; 2) the position of Supervisor of School Libraries in the State Department of Education is filled with a capable person in the near future; 3) the accrediting teams are instructed to be more careful in their judgment of whether or not the school libraries meet the State standards.

The money necessary for the development of the school library program for the State of Oklahoma should not be a problem since the Constitution of the State provides:

Article X, paragraph 9 (a): at the county level, on an ad valorem basis, total taxes for all purposes shall not exceed in any taxable year fifteen (15) mills on the dollar, no less than five (5) mills of which is apportioned for school district purposes.

Article X, paragraph 9 (b): makes automatic at the county level an additional four (4) mills as it states "a tax of four (4) mills on the dollar valuation of all taxable property in the county shall be levied annually in each county of the State of school purposes..."

Article X, paragraph 9 (c): an additional 15 mills ad valorem taxes is automatic upon certification of need by the Board of Education of any school district.

Article X, paragraph 9 (d): in addition, "school districts may make an emergency levy not to exceed five (5) mills on the dollar valuation of the taxable property in such district when approved by a majority of the electors of the district voting on the question at an election called for such purpose.

The emergency levy permitted by Article X, paragraph 9 (d) is almost always voted by the communities around the State.

In addition to this, in 1964, State Aid was given for common school education in the amount of $95,869,789. for the 540,031 students in both elementary and secondary schools in the State. Under these conditions it would seem that if there was a will to improve the school libraries in the State, this would be possible without additional budget being necessary.

RECOMMENDATIONS

It is recommended that the position of Supervisor of School Libraries in the State Department of Education be filled immediately.

It is recommended that the accrediting teams be instructed to be more careful in their judgement of whether or not the school libraries meet the State standards.

Chapter V

COLLEGE AND UNIVERSITY LIBRARIES

Oklahoma has a fine system of higher education composed of 35 public and private colleges and universities; 18 of which are part of the Oklahoma State System of Higher Education. There is a close working relationship between the independent and municipal colleges.

The growing awareness of the importance of higher education to the future development and growth of the State was acknowledged by the 28th Oklahoma Legislature in the following words:

> "It is the conviction of the legislature that to meet the challenge of this new world in public higher education in Oklahoma, and in consideration of expanding enrollments which are expected to double by 1970 with the obvious need for additional facilities, additional instructional staff, discovery of new and improved techniques of instruction in research, studies of the Oklahoma State System of Higher Education in every area of its responsibility should be initiated and vigorously pursued."

As a follow-up to this action, the Oklahoma State Board of Regents for Higher Education is now conducting, with the cooperation of both public and private colleges and universities, a self-study of considerable depth, which will take several years to complete. According to Chancellor E. T. Dunlap, libraries which play a prominent part in respect to the total educational picture will cross many of the lines of the study.

The Southern Regional Educational Board publishes comparative statistics for a group of 16 of the Southern states. In the "Statistics for the 60's, Higher Education in the South", 1963, Oklahoma is shown as having the highest percentage of university attendance in the group of 16 states. This percentage of 45.5% for 1960-61, with projections of 54.5% for 1965-66, and 62.5% for 1970-71 compares favorably with the national percentage of enrollment for 1960-61 of 39.2% with similar projections of 45.2% for 1965-66 and 51.2% for 1970-71.

This rapid growth of attendance of students at institutions of higher education has caused one of the serious library problems in relation to the colleges and universities in Oklahoma. For example: Central State College at Edmond has grown so rapidly that the library facilities and book collection have not been able to keep pace and the students attending this college are forced to get their material elsewhere. They try to use the Oklahoma City University Library and the Oklahoma City Public Library. Oklahoma City University, as a privately endowed university, cannot afford to handle the extra load of the Central State College students.

Out of every 1,000 students who enter the lowest level of elementary school instruction in the State, 369 enter college and 155 graduate from an institution of higher education in Oklahoma. Of these college students, 39% attend public universities in the state; 29% attend public four-year colleges; 12% attend two-year State colleges and 20% go to private and municipal colleges within the State. Only 10% attend out-of-state institutions.

Libraries of higher educational institutions in Oklahoma are probably in the best condition of any of the library facilities the surveyors studied. It is the general consensus that college libraries in the State are developing rather rapidly, and although some of them are not yet at the required level, they are on the way. In the smaller colleges, especially the smaller public colleges, the enrollment expansion had been too rapid, and in many cases the physical facilities as well as the book collection and staff are not adequate to carry the full load. However, there is planned an active building program for college libraries during the next four years, some of which have already been started. This program is being assisted by Federal Aid as well as State contributions.

Two outstanding examples of good library facilities can be found at Oklahoma State University at Stillwater, and the University of Oklahoma at Norman. These are the two largest State-supported institutions of higher education.

The Oklahoma State University library building is a relatively new one, and beautifully maintained. It contains about 700,000 volumes and had a budget of $ 545,683. for the fiscal year 1962-63; $ 207,388. for salaries and $ 212,273. for books and other library materials. This university library, under the dynamic leadership of Mr. Edmon Low, the University Librarian, gives service to the entire State, both to individuals and to other institutions either directly or through inter-library loan. This responsibility is assumed because the university is publicly supported and therefore it has an obligation to the people of the State.

The library of Oklahoma University at Norman is larger. It contains approximately 900,000 volumes and adds 40,000 to 50,000 new volumes each year compared to the 33,000 to 34,000 added at Oklahoma State University. A basic collection for undergraduate purposes is approximately 100,000 volumes, and the extra 800,000 volumes at the University of Oklahoma reveal strength in research materials.

A recent spot check was made of the catalogs at the Oklahoma State University and the University of Oklahoma. This indicated that there was only a duplication between the two collections of approximately 33%, or in the total collection of both universities of 1,600,000 volumes, the duplication would only amount to 500,000 volumes. The total collection in both university libraries means a rich stock of resource material available to the State as a whole.

The University of Oklahoma, at the present time, is somewhat reluctant to loan to public libraries because they look upon their collection as primarily for the research scholar. They do support, however, an active program of loans to other colleges and universities around the State and there is a weekly exchange of books upon request through a delivery program between the University of Oklahoma, the State Library in Oklahoma City, Central State College Library, and the Oklahoma State University at Stillwater.

An examination of the Annual Report published by the State Library indicates the following financial support and expenditures for College and University Libraries in Oklahoma:

FINANCIAL SUPPORT

Amount Received per Student	Number of Libraries	Per Cent
Less than $10	4	11.4
$10-$19.99	5	14.5
$20-$29.99	8	22.8
$30-$39.99	2	5.7
$40-$49.99	5	14.5
$50 and over	3	8.5
No information submitted	8	22.8

ANNUAL EXPENDITURES FOR BOOKS AND MATERIALS

Amount Spent	Number of Libraries	Per Cent
Less than $5,000	8	22.8
$ 5,000-$ 9,999	3	8.5
$10,000-$14,999	4	11.4
$15,000-$19,999	2	5.7
$20,000-$29,999	3	8.5
$30,000-$59,999	1	2.8
$60,000 and over	5	14.5
No information submitted	9	25.7

The Association of College and Research Libraries Committee on Standards published standards for college libraries in the July, 1959 issue of College and Research Libraries. They have this to say about the function of the college library:

> "The college library should be the most important intellectual resource of the academic community. Its services, given by a competent staff of adequate size, should be geared to implement the purposes of the college's general program and to meet the specific educational objectives of the institution. Its collections should aim at presenting the heritage of Western and Eastern thought in all its richness, but should stress those particular areas which are central to the curriculum of the institution. No artificial barriers should separate the library from the classroom or the library staff from the teaching faculty. Beyond supporting the instructional program to the fullest extent, the library should endeavor to meet the legitimate demands of all its patrons, from the senior professor engaged in advanced research to the freshman just entering upon the threshold of higher learning, to stimulate and encourage the student to develop the lifelong habit of good reading, and to play its proper role in the community and in the wider realm of scholarship beyond the campus."

The same standards also indicate that the program of library service outlined will normally require a minimum of 5% of the total educational and general budget with a warning that the percentage must be higher if the library's holdings are seriously deficient. The same applies if there is a rapid expansion in student population, course offerings, or if the institution fosters a wide range of studies at the Master's level or programs of independent study. While the allocation of library funds for specific purposes will depend on the needs of the individual institution, experience has shown that a good college library usually spends twice as much or more for salaries than it does for books. It should be considered "a serious danger signal by the college authorities if the library budget sinks appreciably below the medium ratio of library expenditures to total educational and general institutional expenditures for comparable institutions as indicated in the latest annual college library statistics".

It was indicated earlier in this Chapter that a program for new library buildings was developing on many of the campuses in Oklahoma. Following are the standards for college library buildings established by the American Library Association:

> "Accommodations for at least one-third of the student body is essential and 25 sq. ft. per student should be made available.

> In general, the seating capacity of the new building should be based upon the anticipated enrollment over a 20-year period. Staff work areas should comprise at least 125 sq. ft. of floor space for each person and provision should be made for future expansion of the staff. Shelf space in a new building should be planned to allow at least for a doubling of the collection."

One danger which must be avoided in the construction program for libraries is that of under-estimating the needs of the future with the idea of saving money. With the projected enrollment in the colleges and universities in the State over the next 15 to 20 years, the experience of the present should be a strong enough guide to show that it is not economical to underbuild for a college library program.

An active program of building college libraries during the next few years will be assisted by the Federal funds which will be available.

The January, 1965 issue of INDICATORS, published by the United States Department of Health, Education and Welfare, contains an analysis of college library building needs by Mr. Theodore Samore, the College and University Library Specialist of the Library Services Branch, Office of Education. He states:

> "The need for academic physical library facilities on our campuses is as great as the need for academic library materials. The two are inseparable. Library materials must be adequately housed if they are to be both conserved and made readily accessible. Library quarters must be ample enough so that library materials will be efficiently processed and students and faculty will find the elbow room that makes possible the full use of library materials."

He further states:

> "By 1970 public academic libraries will need to more than double their physical space, substantially more than double their seating capacity, and almost double their volume collection. Except in volume collection, almost the same holds true for private academic libraries."

The college and university librarians seem to work well together. If they are given adequate funds for operation of their libraries and a good physical plant they are equipped to render high level library service.

RECOMMENDATIONS

It is recommended that a study of the feasibility of a system of electronic transmission of material such as is possible with the Xerox LDX should be made for the University of Oklahoma, Oklahoma State University and the State Library. Such a three-way tie would link the three strongest collections in the State and is discussed more fully in the State Library Chapter.

It is recommended that the budget for the library in colleges and universities be at least 5% of the total educational budget for the institution.

It is recommended that in those institutions with rapidly increasing enrollments, emergency budget appropriations be made to permit the library services and collections to increase in proportion to the enrollment.

Chapter VI

SPECIAL LIBRARIES

Oklahoma is fortunate in having a rich source of excellent reference material in the special libraries which have been established to service the needs of particular business and industrial enterprises. Most of these libraries are supported by private or incorporated business and not through State funds, although some of them are supported by Federal funds, i.e. Tinker Air Force Base, where the librarian is extremely active in State library development. It is important to note that interviews with the staff of several of the privately supported libraries in the State revealed an interest in expanding the services of their institutions in some sort of a state-wide program.

A visit during one of the meetings of the Special Library Association Chapter in Oklahoma held at the Jersey Production Research Company Library was an eye-opener to the surveyors of the wide range of interests and wholesome cooperation among the personnel of these special libraries. They are eager and anxious to do everything they can to help one another, and thus provide the best possible service to their employers, the business companies of Oklahoma. It is encouraging to realize that this corps of active librarians have such a broad interest in the total development of libraries in the State.

They wish to expand the services of their institutions in a state-wide program, as they indicate a feeling of responsibility to provide highly valuable information to colleges and universities in Oklahoma as well as to the public, in addition to guaranteeing that the fullest information be available to their employers to insure the continued high business and commercial climate which their companies represent in the State.

Many librarians were eager to offer plans whereby an effective system of information exchange could be effected such as the system of Library Cooperation discussed earlier in this report. This system could be effected either by teletype or more efficiently, by the Xerox L D X system.

An examination of the Jersey Production Research Company Library proved that much of the material it contains has already been coded for eventual transfer to machine operations. It was estimated by the Librarian that about 3,000 inter-library loan requests were made to other libraries annually and that the Jersey Production Research Company Library received 300 requests from other libraries in the same period of time. The Librarian stressed the urgent need of a quicker method of transmitting information or material.

These special librarians also discussed the system for quick shipment by truck of vital materials. This would be similar to the proposed plan being contemplated in New York State with United Parcel, which covers the State of New York on a 24 hour basis. Under this proposed system a flat charge would be made to the receiving library and the costs for this could be passed on to the ultimate borrower, as shown under the American Library Association's Inter-Library Loan Plan for transportation of materials. It must be pointed out that there are distinct advantages of doing this on a coordinated basis, through a single contract with a single, reputable trucking concern.

Any cooperative library system such as the one proposed here is necessarily a give-and-take proposition, but whatever is given to strengthen these specialized library services by the State of Oklahoma will benefit the total economic climate and consequently add to the income of Oklahoma. Further, it would be very foolish to duplicate in public, State or university libraries, the specialized material which can be available from these Special Libraries.

It is recommended that full use of the enthusiasm of the librarians and the specialized material in the collections of these libraries be considered in the development of any total plan for library service in the State of Oklahoma.

Chapter VII

STATE LIBRARY

The Oklahoma State Library dates back to 1890 when it was established by Act of the Territorial Legislature in the first year of its existence. The duties assigned to the Librarian at that time were to organize and maintain the records and publications of the Territory.

The duties of this department of the State government have expanded considerably through the years and in 1953 the duties of the Oklahoma Library Commission which had operated the Library Extension activities for 34 years, were transferred to the State Librarian.

The Oklahoma State Library, in addition to fulfilling its responsibilities as a reference library for the State Legislature and for State officials, is also the reservoir of books and materials for all the citizens of the State. Through its Library Extension Division it supplements the services of local public libraries. It also maintains the State Archives; provides special service to the blind and the handicapped, and reference service to business and trade associations and public libraries.

Governing of State Library

The State Library is responsible to a Board of Directors made up of the Justices of the Supreme Court of the State. This is an unusual type of government for a library program with many faults to it. A Library Board or Commission should be able to assist the Librarian in pleading for necessary funds before the Legislature, but this is very difficult under the present set-up because the Justices are pleading for their own budget at the same time. To plead the library cause places them in the position of "wearing two hats", a hard task for any group.

It is recommended that the law be changed to provide for a Library Board or Commission of representative citizens from various parts of the State, appointed by the Governor and approved by the Legislature.

These citizens should have a keen interest in the development of top-level library service for Oklahoma and preferably should not be librarians, public employees or elected officials. The pattern of the Board or Commission should be based upon the present excellent pattern in the selection and term of office for the Board of Regents for Higher Education: nine members selected for terms of nine years, with one term expiring each year.

This Board or Commission should work closely with the State Librarian supporting him and allowing him full responsibility for the administration and operation of the State Library. The members of the Board should be willing to appear before the State Legislature in relation to budgetary and other matters pertaining to libraries.

THE STATE LIBRARIAN

The State Librarian is also the State Archivist; the State Records Administrator under the Records Management Act; the Records Preservation Officer under the Records Preservation Act; and the Vice-Chairman and Secretary of the Archives and Records Commission. He is the Vice-Chairman and Secretary of the Oklahoma Council on Libraries. He is the Oklahoma correspondent for the Legislative Drafting Research Fund of Columbia University.

He is the Librarian for all three branches of the government. In fact, Oklahoma is one of the growing number of States which has all library services on the State level in one Department. In addition, a good deal of legislation is prepared in the office of the State Librarian.

The duties of the State Librarian under Tit. 65, Chapter 2, State Library, Paragraph 29, are spelled out in such great detail that it is recommended that consideration be given to rewriting this particular paragraph of the law.

The Librarian is unable to take advantage of many advanced techniques in library operations because the law is dated in many respects. For example: the State Library as required by the Statutes still maintains an accession book listing each book added to the library with its cost and the number of volumes purchased. Very few, if any, libraries maintain such a record as it has no function or value. The information is available from other records maintained in the library and the keeping of this book is unnecessary. This is an example of the type of detail in this law which delves so much into the mechanics of the operation as to be a deterrent to progress.

In addition to the above, we strongly recommend a revision of the State Library's organization structure, which would have the effect of easing the pressure on the State Librarian.

Salary recommendations for the State Librarian and the staff of the State Library will be made after the full discussion of the proposals for reorganization.

REORGANIZATION

A major problem in the operation of the State Library at the present time is the number of separate Divisions reporting directly to the State Librarian. The individual Divisions of the State Library are: Archives, Records Management and Preservation; Acquisitions and Cataloging; General Reference and Research; General Services; Law; Legislative Reference and Research; Library Extension; Public Documents; Special Services. There is also a Business Office.

The administrative staff for the present operation of the State Library amounts to three and one half people: the State Librarian, an Administrative Assistant, an Account Clerk and one half a Typist-Clerk.

It is strongly recommended that the entire organizational pattern of the State Library be revised to facilitate a smoother operation, which would relieve the State Librarian of the myriad details that his position now entails, would permit the development of stronger collections, ease the staff shortage and thereby enable the State Library to provide better service.

The plan for this reorganization falls into two parts: one, the establishment of four major professional Departments, combining those Divisions which have a natural alliance and a support services or Business Office, two, the appointment of an Assistant State Librarian to carry some of the administrative load in the State Library.

The four professional Departments recommended and the Divisions they would incorporate should be:

I. Acquisitions and Cataloging Department
    presently a Division, to be given Department
    status under this plan

II. Reference and Research Department
    General Reference and Research Division
    Law Division
    Legislative Reference and Research Division
    Public Documents Division

III. Library Extension Department
    Library Extension Division
    Special Services Division

IV. Archives, Records Management and Preservation
    presently a Division, to be given Department
    status under this plan

A fifth departmental unit would incorporate the present Business Office with the General Services Division so that all of the support services in the State Library would be under the administration and supervision of one person.

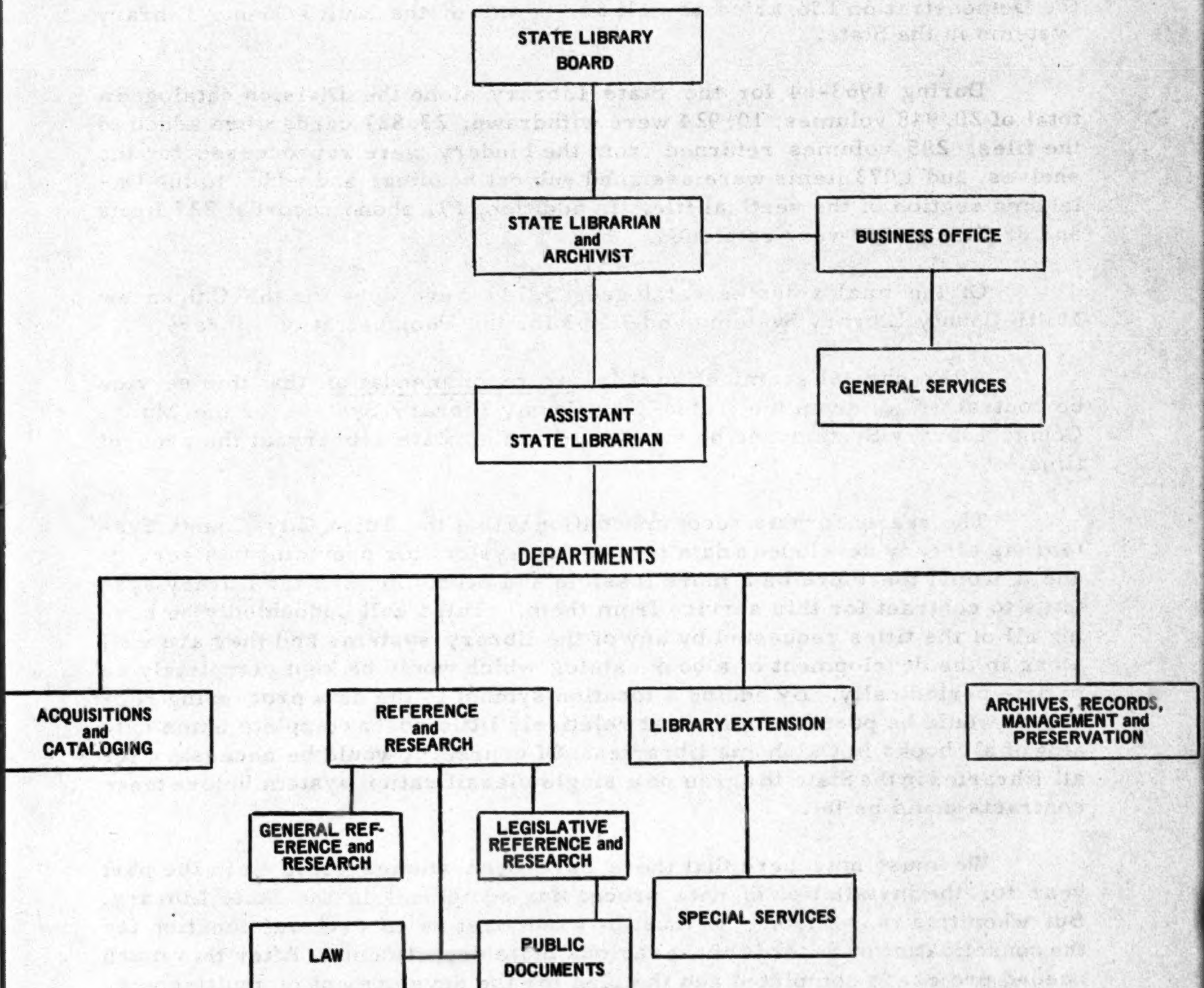
The Assistant State Librarian would be responsible to the State Librarian for the daily operation of the Library. He would also be responsible for the coordination and development of future planning of the State Library program, and would facilitate communications between the four professional Departments and the State Librarian. He should coordinate book selection and should be particularly aware of titles and subjects which do not fall within the direct responsibility of the Departments or Divisions so that the total collection of the State Library may develop on a well-rounded basis. He should conduct weekly or bi-weekly meetings with Department heads so that service can be furnished on a unified basis to the officials and the people of the State of Oklahoma. He should present policy statements with recommendations for action to the State Librarian.

With these responsibilities removed from the State Librarian, he would then be free to spend more time with Legislators and department heads of the State Government, to visit libraries and library trustees around the State, and to more actively encourage the development of the total State plan for libraries.

Our organization structure provides that all Departments report to the State Librarian through the Assistant State Librarian, and that the Business Office report directly to the State Librarian.

The recommended organization chart is on the following page.

OKLAHOMA STATE LIBRARY
Organization Chart


STATE LIBRARY BOARD
STATE LIBRARIAN and ARCHIVIST
BUSINESS OFFICE
GENERAL SERVICES
ASSISTANT STATE LIBRARIAN
DEPARTMENTS
ACQUISITIONS and CATALOGING
REFERENCE and RESEARCH
LIBRARY EXTENSION
ARCHIVES, RECORDS, MANAGEMENT and PRESERVATION
GENERAL REFERENCE and RESEARCH
LEGISLATIVE REFERENCE and RESEARCH
LAW
PUBLIC DOCUMENTS
SPECIAL SERVICES

Acquisitions and Cataloging

The proper functioning of the State Library would be impossible without this internal technical operation which handles the acquisition, processing and cataloging of library materials. In addition, it provides this service for the Demonstration Libraries as well as for one of the Multi-County Library Systems in the State.

During 1963-64 for the State Library alone the Division cataloged a total of 20,948 volumes; 10,924 were withdrawn, 23,827 cards were added to the files, 295 volumes returned from the bindery were reprocessed for the shelves, and 1,073 items were assigned subject headings and added to the Oklahoma section of the vertical file. In addition, 191 phono records, 227 films and 88 film strips were cataloged.

Of the total volumes cataloged, 5,149 were done for the Chickasaw Multi-County Library System, and 7,463 for the Demonstration Library.

After careful examination it is our recommendation that this service be contracted for from the Tulsa-City County Library System for the Multi-County Library System and be eliminated in the State Library at the present time.

The reason for this recommendation is that the Tulsa City-County System has already developed a data processing system for providing this service and it would therefore be a more feasible and economic plan for library systems to contract for this service from them. Tulsa will undoubtedly be buying all of the titles requested by any of the library systems and they are well along in the development of a book catalog which would be kept completely up to date periodically. By adding a location symbol to the data processing record, it would be possible to have at relatively little cost a complete union catalog of all books in Oklahoma libraries. Of course, it would be necessary for all libraries in the State to agree on a single classification system before these contracts could be let.

We must note here that there have been studies going on in the past year for the installation of data processing equipment in the State Library. But when this is available, it must be used first as an archival function for the consolidation of records of the various State departments. After this much needed project is completed and the plan for the development of multi-county libraries in the State is further along, it is recommended that the possibility of undertaking, by the State Library, the processing and cataloging for all libraries be studied.

All of the duties of this Division have been carried on by two professional Librarians, one Library Technician, and six and one half Typist-Clerks.

It is recommended that this Division be given Department status and the librarian in charge be given the title of Department Head.

Reference and Research

It is our recommendation that a Reference and Research Department be formed which will incorporate four existing Divisions of the State Library: General Reference and Research, Law, Legislative Reference and Research, and Public Documents. Each of these Divisions specializes in a specific area of reference and research and will maintain its own identity but will provide more efficient service under the supervision of a unified Department. It is felt that each Division should be discussed separately so that a clear picture of the scope of their services can be presented.

General Reference and Research Division -- The chief function of this Division is that of furnishing a large volume of varied reference service to the agencies and departments of the State government, the offices of the Federal government, business and trade associations and public libraries. Reference questions naturally range from the simple request for facts or statistics which are readily accessible in handbooks and documents, to those questions of a research type requiring hours of searching and compiling.

During the 1963-64 year direct service was rendered to 61 State agencies out of the 92 with offices located in the Capitol complex and in addition miscellaneous State institutions located outside of the city called on the Division for assistance. During the year, over 2,000 requests were received from 73 public libraries for reference material from the inter-library loan service, an additional 33 requests from schools, 58 from colleges and universities, and 140 from special libraries.

Considerable staff time was spent during the year in preparing bibliographies and book lists for State agencies, libraries and individuals. Approximately 240 bibliographies and book lists were prepared.

Since there has been a long vacancy in the position of Law Librarian, the General Reference Division receives an increasing number of legal reference and research questions daily.

Supervision of the Public Documents Division has been added to the duties of the General Reference Librarian as the head position in that Division has been vacant since April, 1963.

All of this was accomplished by one professional Librarian and one Library Technician with the addition, during the summer, of a temporary Clerk.

Law Division -- This Division provides legal reference and research service to the Appellate Courts, Attorney General's office, the Governor, the Legislature and the legal divisions of the various departments and agencies of the State government. Information on Oklahoma laws is sent to other states in response to numerous requests. Bibliographies on legal subjects and digests or resumes of Oklahoma laws are prepared. Much legal reference and research service is furnished to officers, judges and attorneys in other sections of the State who frequently write or telephone for information.

The position of Law Librarian has been vacant for some time and as a result no staff has been assigned to this Division. The already over-burdened General Reference and Research Division staff has had to handle this work.

Legislative Reference and Research Division -- The duties of this Division include the indexing of all legislative measures introduced and all measures that become law. A status card is maintained for each introduced measure as are complete files of all legislative bills, calendars and journals. A resume of every legislative bill that becomes law is prepared and published. A Legislative Reference Letter for members of the Legislature and other persons concerned with legislative matters is edited and published. Reference and research assistance is given to members of the Legislature and a good number of bills and resolutions are drafted. Compilations of information of the laws of other states on certain topics and bibliographies on subjects of legislative interest are prepared. New enactments are furnished to the American Bar Foundation Current State Legislation Index.

This very active Division has only two members, a Librarian and a Typist-Clerk.

Public Documents Division -- The organization, listing and care of all publications received as a full Federal depository and a Federal regional depository, the official State depository and as the depository for numerous national organizations is one function of this service. The State Library is the official public document exchange agency of the State and in turn receives the materials issued by the other states. A large number of maps, received as an Army Map Depository, are systemized and filed. A checklist of all State publications is prepared. The Public Documents Division Newsletter is edited and published for the information of governmental officials and libraries. Files of current telephone and postal zone directories are maintained. The Council of State Governments has designated the State Library as the Oklahoma depository for all its publications.

A large amount of reference and research work in public documents is carried on for the various departments and agencies of the State government, the Courts, the Legislature and the public.

Since the position of Documents Librarian in the State Library has been vacant since April, 1963, supervision and the actual reference work of this area have been added to the duties of the General Reference Librarian. During the 1963-64 year, 91,000 United States depository items were checked in, as well as thousands of items of miscellaneous material received from the Documents Expediting Project. The State and international documents received were approximately 43,000 items.

The staff of this very active and important Documents Division consists of one Library Assistant, who processed Documents and one part-time Clerk.

Library Extension Department

Since the Library Extension Division and the Special Services Division both provide service to libraries and individuals throughout the State, we have recommended that they be joined to form the Library Extension Department.

Library Extension Division -- The development of libraries where there are none and improvement of library service throughout the State are the responsibility of this service. Establishment grants are made to Multi-County District Library Systems as they develop. Included in the grants are bookmobiles and books. Bookmobiles are used to take library service to the rural areas. Professional advice, technical assistance, inter-library loans and loans of small supplementary book collections to libraries all over the State are offered. The field staff works with local librarians, board members, and community leaders, individually and through workshops and institutes, in developing more efficient library procedures, improving book collections, training personnel, and organizing additional Multi-County District Library Systems for the State. A fortnightly Library Extension Newsletter and other publications are issued.

We feel it important to note that this Division came under the jurisdiction and management of the State Library in 1953 when the Legislature repealed 65 O. S. : 1951, pars. 1-7 inclusive, and transferred the powers and duties of the Oklahoma Library Commission to the State Librarian. Prior to this, from 1919 on, it operated under the Oklahoma Library Commission. The duties of this Commission in the 1919 Session Laws, Chapter 32, Section 2, read as follows:

> "The Commission shall give advice to all school, free and other public libraries, and to all committees which may propose to establish them, as to the best means of establishing and maintaining such libraries, the selection of books, cataloguing and other details of library management. It may also receive gifts of money, books, or other property which may be used or held in trust for the purpose or purposes given; may purchase and operate traveling libraries, and circulate such libraries within the state among communities, libraries, schools, colleges, universities, library associations, study clubs, and charitable and penal institutions, free of cost except for transportation, under such conditions and rules as shall protect the interest of the state and best increase the efficiency of the service it is expected to render the public. It may publish such lists and circulation information which may be necessary and it may also conduct summer schools of library instruction, and be a clearing house for periodicals for free gift to local libraries."

One interesting facet of this 1919 law which created the Library Commission was the span of operation. For example: "the Commission shall give advice to all school, free, and other public libraries and to all committees, who may propose to establish them". And later -- "may purchase and operate traveling libraries and circulate such libraries within the state among communities, libraries, schools, colleges, universities, library associations, study clubs, and charitable and penal institutions....". This is a much wider field in terms of libraries than the present State Library covers in actual practice. At the present time they have little responsibility for school operations other than urging that they be improved and also urging that the position of Supervisor of School Libraries be filled.

Efforts of the Extension Division are currently concentrated on the development of public libraries, although the law as it now reads would seem to include the section dealing with school libraries as well.... "65 O. S. :1951, pars. 1-7 inclusive are hereby repealed. It is the intention of the Legislature that the State Librarian and the Library Extension Division, under the control, jurisdiction and management of the State Librarian, shall carry on and discharge all duties, functions and powers of the former Oklahoma Library Commission."

It is recommended that the Oklahoma Council on Libraries and the Advisory Board to the State Librarian on Library Extension matters be continued as presently provided in the law with the exception that Title 65, Chapter 2, section 6 of the Oklahoma Statutes be amended to eliminate the requirement that the State Superintendent of Public Instruction be a member of the Advisory Board and act as Chairman of the Board.

One of the major responsibilities of this Division is inter-library loan throughout the State. During the year July 1, 1963 - June 30, 1964 the total circulation in this area was 31,030, which includes both short- and long-term loans. Following is a break-down of this circulation:

SHORT TERM LOANS		LONG TERM LOANS	
Rural libraries	2,926	Rural libraries	6,396
Non-rural libraries	661	Non-rural libraries	474
Individuals	4,447	Film	195
Capitol Employees	12,840		
Schools	3,091		

The Library Extension Division has nine and one half people on its staff: three Librarians, one Bookmobile Driver-Clerk, one and one half Clerks, one Librarian Technician, three Typist-Clerks. This does not include employees hired for summer work. At present there is a Librarian vacancy.

It is strongly recommended that seven additional field workers be added to the staff. Six of them would be assigned to permanent areas in the State to spend their full time advising on library problems in the area, assisting groups of citizens who are trying to start libraries, especially the multi-county type, and becoming aware of the particular problems in their area. The seventh member of this group should be assigned to the State Library to act as a fill-in when necessary, and to assist with the expected increased work load brought about by the developing interest in libraries.

The six regions should cover the various parts of the State in those counties where the problems are somewhat similar. There have been several attempts to develop an exact pattern for this but we feel that it would be better to have this worked out by the staff of the State Library. It is difficult to make a definite recommendation because so many factors will be involved in determining the central spot from which the field worker will operate.

It is strongly recommended that the advice of the County Agents and the Home Demonstration Supervisors at Stillwater be obtained in determining how these regions should be set up. In most of these areas it should be possible to obtain either free space or low cost space in an existing library or in one of the institutions of higher education to serve as a base. Since these field workers spend a good deal of time traveling it would also be advisable to supply each one with a Clerk-Typist who could maintain a small office, keep records and make necessary appointments.

It is important to note here, as a further justification for the recommendation of additional staff for the Library Extension Division, that one of its important duties is conducting the Demonstration Libraries. It is vital to the total development of libraries in the State of Oklahoma that these Demonstration Libraries be planned efficiently and with sufficient experimental time.

It has been proven that one of the serious faults in the areas where the voters did not respond to a local Demonstration period was the inability of the State Library to do the necessary pre-planning, as well as the limited period of time permitted.

Special Services Division -- This function is concerned with library service to the blind and other handicapped. The State Library is a regional library (Arkansas and Oklahoma) in The Library of Congress system of library service to the blind. Some 1,900 blind persons in the two-State area borrow braille, talking books and books on magnetic tape. Materials are selected, charged and readied for shipment to borrowers. Returned braille books, talking books and magnetic tapes are examined and then discharged from the loan files and reshelved. A service record on each borrower is maintained. Projected books are loaned to bedfast persons and often sent on inter-library loan to other libraries for local use. A Special Services Division Newsletter is edited, published and distributed to handicapped readers, and to libraries. A large amount of specialized library advisory services are given to educational institutions for the handicapped and to the vocational rehabilitation agencies.

There are tons of material that pass through this Division each year in the course of serving the people of Oklahoma.

The Division is staffed by seven people: one Librarian, four Clerks and two Typist-Clerks.

While working conditions because of the lack of adequate space are very poor throughout the entire State Library, it is important to note here that this Division is severely hampered because of this situation. The materials they handle (talking and braille books) are heavy and bulky, and talking books are piled on the floor to the height of three or four feet, while some of the heavy braille books are shelved in an out of the way vault area as high as 15' off the floor.

Archives, Records Management and Preservation

The State Library is the archival agency of the State and is responsible for the collection management, organization and preservation of the State and Territorial official papers and records. An extensive microfilm program is carried on in order to reduce the bulk of some of these materials and to preserve important documents. A fair amount of reference and research work is carried on in this field. It is important to the future operation of the State and logical that one official depository be designated for all archives so that they may be preserved and arranged to facilitate easy use. At present the State Library holds only the State and Territorial official papers and records.

It is recommended that this collection be expanded to include archives for all towns, counties and cities in Oklahoma. This may require a change in the state laws.

At present there are four and one half staff members in this Division: one Microfilm Technician; one Microfilm Machine Operator; one half of a Clerk and two Watchmen to protect the collection which is housed in a completely inadequate building about a half mile from the State Library.

The position of head of this Division is presently vacant (which we feel in part to be due to the low salary) and as a result the collection can be considered uncataloged and not efficiently arranged.

It is recommended that this Division be given Department status and that the Librarian recruited to fill the vacancy be named Department Head.

Business Office

The present duties of the Business Office include central purchasing of library materials, maintenance of fiscal records, preparation of the budget, liaison with those departments of the State government which have responsibility for finance, budget, purchase and construction. The head of the Business Office also serves as the Administrative Assistant to the State Librarian and the fiscal officer for the State Library.

It is recommended that the present General services Division, which might be considered the housekeeping and service unit to the professional services be combined with the Business Office so that all of the support services in the State Library would be under the administration and supervision of one person.

STATE LIBRARY STAFF

Additional staff should be appointed to accomplish the above reorganization, as well as to carry the current workload.

An upgrading of salaries is also needed in order to recruit for vacancies and to compensate people already on lines for the duties they are fulfilling.

The following are recommended:

Acquisitions and Cataloging Department - there is sufficient staff to carry on the present workload but the staff roster will have to be increased proportionately if the additional money recommended for the five year crash program of book acquisition is appropriated.

Archives, Records Management and Preservation Department - two Archivists to be added, one as Department Head.

General Reference and Research Division - one Librarian III, and one Librarian Assistant to be added.

General Services Section - staff roster to remain as is.

Law Division - one Librarian IV to be added as Head of the Division, and one Clerk III.

Legislative Reference and Research Division - one Librarian III to be added, and additional clerical help during Legislative sessions.

Library Extension Division - seven Librarians III.

Public Documents Division - one Librarian IV as Head of the Division.

Special Services Division - staff roster to remain as is at present, it is possible that it can be reduced when the Library is housed in more efficient quarters.

Administration - the addition of an Assistant State Librarian and a full-time secretary to be shared by the State Librarian and the Assistant State Librarian.

STATE LIBRARY SALARIES

It is a well-known fact that librarians are in short supply all through the country and the competition for those qualified to do a job is keen. But the inability of the State Library to compete financially with other libraries is one of the major difficulties in filling key positions.

The present State Librarian has been in the position for several years. He is completely devoted, not only to the State Library and its functions, but to the development of libraries throughout the State. He has a great sense of responsibility and loyalty to the job he is doing. However, he is most modest when it comes to asking for anything for himself and under the present set-up of the Board of Directors, it is difficult for the Board members to have his salary increased. The salary of the State Librarian is set by the Legislature and has not been changed in many years.

If we are to measure the salary which should go to this position against the salaries of other librarians in the State or in the country, it would be best to do so against the salary of the librarian of a large university library. Although the responsibilities of the two positions differ somewhat, on the whole the functions of the State Librarian cover an even wider range of knowledge and ability than would be required of the average university librarian.

The Supplement to Library Statistics of Colleges and Universities, 1960-63, compiled by the Library Services Branch of the United States Office of Education, lists the salary of the librarian at Oklahoma State University of Agriculture and Applied Sciences as $15,900 per year.

It is recommended that $16,500 be considered as a minimum salary for the State Librarian. This is comparing a 12-month term for the State Librarian with the salary paid for a nine- to ten-month term of employment in the existing above-mentioned University position.

While this is a considerable percentage increase over the present salary, if Oklahoma is to solve its present library problems it must take drastic measures within the next few years and the State Library and the State Librarian must be the key.

The development of full service to the State from the State Library cannot be accomplished without adequate staff, and this staff cannot be obtained or maintained without adequate competitive salaries. But it is impossible to increase the salaries of lower staff members until the salary of the State Librarian is established at a realistic figure, one which is commensurate with the responsibilities of the position.

As indicated earlier, the professional librarian shortage is felt nationwide and in order to compete with other libraries throughout the country and, in fact, with libraries within Oklahoma, we recommend that all professional salaries of the State Library staff be upgraded.

As an example of the qualifications necessary to work in the State Library we cite that of a position that has been vacant for more than a year... a field worker Classification Librarian III. The minimum qualifications for this position call for graduation from an accredited college or university and a post-graduate degree from a library school accredited by the American Library Association. This means five years of college plus three years of progressively responsible and varied full-time library experience of which at least one year must have been in a supervisory capacity over professional staff.

For this type of experience, the State Library would be able to pay approximately $5,400 per year. Yet, graduates for 1964 from the University of Oklahoma Library School many without experience averaged between $5,800 and $6,000 to begin their library careers.

Obviously, there is something wrong with a system where it is impossible to fill a position for this length of time when that position is critically needed for the development of library service throughout the State.

It is recommended that the beginning salary for the new position of Assistant State Librarian be established at $10,500 per year.

In addition, the starting salary for the four new professional Department Head positions should be set at $8,500.

The salaries for the Division Heads should start at $7,250 and the beginning Librarian salary should be $5,800.

Clerical salaries should continue to follow the general Government pattern.

The estimated cost of the new staff recommended and the salary upgradings would amount to between $125,000 and $150,000.

STATE LIBRARY COLLECTIONS

One of the measures of the adequacy of the State Library to serve as the backstop library for a State Library system is a balanced book collection of sufficient size and strength to answer a fair proportion of the questions which cannot be answered at the local level, and to provide inter-library loan material as needed.

The collections of the State Library are not strong in many subject areas and it is recommended that the Legislature appropriate an additional $100,000. per year for the next five years for a crash program to develop the weaker sections of the book collection.

This is necessary if full library service is expected to be given throughout the State. This amount, of course, would be in addition to the amount presently appropriated for books and periodicals which was $41,091. during fiscal 1964.

This would still be a modest book budget when compared to the $212,273. spent by Oklahoma State University during fiscal year 1962-63 for books and other library materials.

The Acquisitions and Cataloging Division reported an inventory as of June 30, 1964 of 197,992 books. We must point out here, however, that this is not an accurate count as there are parts of the Library collection that have not been inventoried partly because of lack of staff. For instance, there is no record of the archival material which is maintained by the Library, nor of the extensive documents collection which is quite sizeable as indicated by the annual report of the General Reference and Research Division in which they state that 91,000 United States Government publications were added during the year in addition to 43,000 State and international documents.

Of the total number of books in the State Library collections, 18,144 make up the inventory of the Demonstration library and, therefore, must be subtracted from the general collections as they are not used for answering questions from individuals and libraries. This collection is a flexible one and is used primarily for Demonstration projects around the State. If the books are transferred to Multi-County Library Systems at the end of the Demonstration period, they no longer appear on the inventory of the State Library.

The reference staff of both the General Reference and Research Division and the Legislative Reference and Research Division make use of the total materials in the State Library without considering in which Division they are shelved. The easiest collection for them to use because of the location in which it is shelved, is the so-called Reference and Reserve Collection.

An analysis of the imbalance by subject materials in this collection is illustrated by the following table, which shows the inventory by major Dewey Classification categories as of June 30, 1964:

Reference and Reserve Collection
June 30, 1964

Class	Number of Books
000 (General Works)	2,869
100 (Philosophy)	303
200 (Religion)	169
300 (Social Sciences)	43,691
400 (Language)	220
500 (Pure Science)	373
600 (Technology)	1,327
700 (The Arts)	235
800 (Literature)	639
900 (History)	3,895
Total	53,721

A more detailed analysis of the division of the Dewey 300 Classification, which represents 81% of the Reference and Reserve Collection, reveals that a high proportion is in only one category - Law - as shown in the following table:

Reference and Reserve Collection
Division of Dewey 300 Classification
June 30, 1964

Class	Number of Books
300 (Social Sciences)	439
310 (Statistics)	89
320 (Political Science)	1,259
330 (Economics)	2,329
340 (Law)	36,996
350 (Public Administration)	711
360 (Social Welfare)	411
370 (Education)	336
380 (Public Services and Utilities)	1,069
390 (Customs and Folk Lore)	52
Total	43,691

Law Texts are classified in two different ways in the State Library. For many years they were shelved separately in a special section but more recently it has been the practice to classify and shelve them in their appropriate subject area. It is necessary now to check in two places to determine if any given Law Text is available.

An arrangement of this type is confusing, inefficient and a deterrent to good library service.

It is recommended that as soon as possible the Law Text section be abolished and that these volumes be shelved in their normal place in the total collection.

This special collection numbers 4,066 volumes as shown in the June 30, 1964 inventory report which follows:

Law Texts
June 30, 1964

Class	Number of Books
000 (General Works)	3
100 (Philosophy)	1
200 (Religion)	0
300 (Social Sciences)	3,917
400 (Language)	1
500 (Pure Science)	3
600 (Technology)	127
700 (The Arts)	0
800 (Literature)	0
900 (History)	14
Total	4,066

The State Library collections are the first and main source of supply for inter-library loan and they are also used to answer reference questions from the general population. The General Circulation Collection is used for these purposes as well as serving as a public library for members of the Government.

This is a more popular type collection as can be seen by the inventory table which follows, but it is also extensively used by the reference departments when material is not available in those Divisions.

Library Extension Division
General Circulation Collection
June 30, 1964

Class	Number of Books
000 (General Works)	2,127
100 (Philosophy)	1,499
200 (Religion)	2,787
300 (Social Sciences)	10,766
400 (Language)	711
500 (Pure Science)	7,176
600 (Technology)	8,742
700 (The Arts)	6,845
800 (Literature)	7,601
900 (History)	15,333
Biography	9,945
Oklahoma Collection	6,806
Fiction	41,723
Total	122,061

It is recommended that the separate collections of the State Library be combined and reshelved as a single collection. As has been observed, all collections are presently being used by the Library Extension Division and the Reference Divisions to fill needs as required. The consolidation of these collections will permit more efficient use and less workload for the staff.

It is recommended that additional monies be appropriated for the strengthening of the State Library's total collection. This is especially important if the plan for the development of libraries throughout the State of Oklahoma is to succeed.

Library Cooperation

As indicated above, the total collection of the State Library, while it has a number of reference works, is in general a more popular collection and cannot fill the requirements for materials on highly specialized subjects. For instance, the Law Collection, one of the strongest in the State Library, probably does not contain all of the more specialized research material which is included in the collection at the University of Oklahoma.

It is recommended that some arrangement be accomplished between the State Library and the University of Oklahoma so that the State Library could be sure that it would have available a very strong working collection for the benefit of the Legislators and the agencies who need this type of material in the State Capitol complex. While the University of Oklahoma should be expected to provide the seldom-used, but important research materials which would be needed in the type of research programs carried on by the University with full borrowing privileges between the two, we think that it is important to keep in mind at all times that both of these libraries are maintained at the expense of the citizens of Oklahoma and the least amount of duplication of seldom-used materials should be the criteria of selection.

It is also recommended that there be a tie-in with the State's special libraries so that the unusual material that is needed in any part of the State by any citizen of the State can be brought to that point quickly and efficiently and at the least cost.

This operation must be under the control of the State Library and should include all kinds of libraries: schools, universities, colleges and special libraries, as well as public libraries and the State Library.

One method which might be investigated to faciliate this type of cooperation is one that has been developed by the Xerox Corporation of Rochester, N. Y. for the quick transmission of images of material. This is called Long Distance Xerography (LDX). There are several installations of this pattern in the country at the present time. Basically it means that single page documents or copies of pages of books can be fed into a machine at the sending end and received over coaxial cable, or microwave, within a matter of minutes with a print-out at the receiving end.

There is an educational microwave channel in operation at the University of Oklahoma at Norman, which might make this system possible.

It is recommended that this system be established between the State Library and the two major universities in the State - University of Oklahoma and Oklahoma State University. This could be expanded as regional libraries are developed throughout the State.

In any system of cooperation, such as presented here, a single coordinating center must be established. In the State of Oklahoma, this should be the State Library, which would then be responsible for total library development in the State for the benefit of all of the citizens of the State. It should be the center of any inter-communication system, which might be LDX, or Teletype, or any of the other mechanical devices that have come to be standard in the last few years. But, a full realization of total responsibility to the population of Oklahoma for better library service should be one of the key factors in the operation of the State Library.

Support Collections

As detailed in the section on the establishment of Multi-County Library Systems in the Public Library Chapter, it is important that each library system be supported by a strong book collection in the central library of between 75,000 and 100,000 volumes of carefully selected non-fiction materials.

Since there are few collections of this size in the State of Oklahoma, it is recommended that the State Library be authorized to contract with college or university libraries and/or public libraries serving 30,000 or more people in order to guarantee a strong book collection in the central library in future and existing Multi-County Library Systems. It is estimated that the cost for contracting for such support collections would be $75,000. per year.

STATE LIBRARY BUILDING

The space and layout of the present State Library is completely inadequate for the present operation and allows absolutely no opportunity for expansion of services. The working conditions it affords can be described as abominable. Space is crowded both for desks and books; there is practically no reader space left in the library; staff are forced to run up and down stairs constantly during the day to get material because lack of space prevents logical shelving arrangements. Shelves are crowded and much of the material both from the reference part of the library and also from the Extension Division is stored in an annex several blocks away from the State Library. There is no air conditioning in the library part of the State Capitol and during the summer it is almost impossible to work for any period of time in the high temperatures.

Last year the Legislature did appropriate some funds to provide new elevators, air conditioning and some stacks in an open section which has not been floored over. It is our opinion that this is a waste of money because the gain will still not be sufficient to provide shelving for the current book stock let alone the greatly expanded collection which the State Library must have if it is to be the main backstop library for the whole system of libraries throughout the State. It is also doubtful that all of these items can be completed with the amount of budget which was appropriated for this purpose and it is probable that the air conditioning, which is extremely important both for the preservation of materials and for the comfort of readers and staff, will have to be put off.

It is recommended that a new building be constructed for the State Library. This should contain approximately 180,000 square feet and should be carefully planned, not only for the present functions of the State Library, but for those which can be envisioned in the extension of duties which will fall on the State Library when the total State plan for libraries is adopted. This would include carefully designed space for data processing, for filming of archival material, and for equipment such as Xerox LDX, which will eventually be used to tie the total resources of the libraries in Oklahoma into one strong unit. Additional seating space for readers is urgently needed, and working space for staff should be provided to give them much needed privacy for those functions which require concentration.

It is recommended that this building should be within the Capitol complex, with a tunnel tying it to the Capitol building.

It is recommended that this building be used for all of the services of the Library except Legislative Reference and Research Division, who work so closely with the Legislature, and possibly the Law Division since this material is heavily used by the Attorney General and his staff and by the Justices of the Supreme Court.

It is recommended that provision be made in the new State Library building for:

1) Humidity and temperature control, which is especially necessary in areas containing the data processing system and the archival and film materials.

2) Easy and efficient handling of braille and talking books in the Special Services Division by the use of mechanical equipment. Special shelving should also be provided for this heavy material to minimize the physical effort required to handle it.

3) Easy communication between the Library and the Legislative Reference and Research and the Law Divisions so that quick service can be given making full use of the total collection.

4) Pneumatic tubes to send books back and forth between the Library and the Legislative Reference and Research and the Law Divisions.

5) Pneumatic tubes should be used between service desks and stack levels so that books can be quickly brought to the desks for the patrons or staff members who need them, without the need of running up and down stairs which is required at the present time.

6) Vertical transportation of materials in relation to the shipping and receiving areas.

7) Modern elevators and booklifts to connect all floors.

8) Sufficient seating capacity with many study carrels for members of the State staff who must do prolonged research.

Cost

The cost of the new State Library building will depend to a large extent upon the method of construction used. However, the requirements of the building are somewhat similar to that required for a college or a university library, especially the university library type, and for these, costs have ranged between $20. and $26. per square foot within the past few weeks.

It is recommended that the services of a qualified library building consultant be employed to work with the State Librarian and the architect in the planning of the new State Library.

It is estimated that the cost of the new State Library building, including furnishings, equipment, construction, architect and consultant fees, would be between five and six million dollars.

The construction of this separate State Library building would be less costly than the addition of a wing to the Capitol building ~~for the~~ Library proposed by the State Librarian. This plan would mean extending the north wing of the Capitol by 250 feet and using the same exterior design and materials, replacing the facade after the structure is completed.

The difficulties of extending the north wing of the Capitol for Library purposes are as follows:

1) The long narrow arrangement of the building, dictated by the present Capitol, is not the best nor most efficient layout for library operations.

2) Most of the services of the Library do not need to be tied so closely to the Capitol building itself, except as indicated above, that of Legislative Reference and Research and the Law Divisions.

3) The expansion of other departments of the Government, which must be physically located within the Capitol building might encroach on Library space.

While not quite so important, another point to be considered is that if the State Library is to take its rightful place as the key library in the Oklahoma system of libraries, there will be a psychological advantage in its being a separate, inviting building which visitors from around the State could point to with pride.

STATE LIBRARY FINANCES

The powers of the State Librarian are broad as they should be and the Legislature has seen fit to give him the authority to make full use of any plan for the support of library service such as the Federal Library Services and Construction Act.

In 1963, an emergency act was passed which has been coded as 65 O. S. Supp. PP501-510. This Act states:

> "Section 1: In the administration of any State plan for the extension or operation of library services of any type, or of any allied or related services, the State Librarian and Archivist may, from funds available for the carrying out of said plan, make grants under such condition as he considers appropriate and may purchase personal property to be used in the operation of the plan. He may either loan or transfer the title of such personal property to the libraries or other agencies participating in the plan, under such conditions as he may deem appropriate, including but not limited to conditions as to use, maintenance, repair, replacement, insurance, continuation of the program established by the plan, and the return of such personal property.
>
> "Section 2: The State Librarian and Archivist is authorized to apply for and receive and to take full advantage of any and all assistance, research, information, surveys, investigations, grants, allotments or allocations of funds which may be available to the State of Oklahoma, or the Oklahoma State Library, for library purposes, and library services of any type, or related or allied purposes and services, under the laws and reg-

> ulations of the United States, any other State, or any organization, or any agency, instrumentality or subdivision of these entities: and to cooperate or undertake joint activities or programs with the United States, any other State, or any organization, or any agency, instrumentality or subdivision of these entities, or with any agency, instrumentality or subdivision of this State, pertaining to library purposes, library services of any type or related or allied purposes and services: and to prepare and submit any plans, specifications, reports or applications, to execute any agreements, to employ, fix the duties and compensation of personnel, and to administer and direct any programs, plans or projects in connection with the foregoing."

This certainly provides the authority to the State Librarian to take the leadership in the development of a total plan for library service for the State. However, in spite of this broad assignment of authority to the State Librarian, in the case of the Federal Government's Library Service and Construction Act and its predecessor, the Library Services Act for the benefit of library development in rural areas, the matching money under both of these Federal Aid programs must come from the amount spent by the State to support public library service. This would include the amount of money spent for the operation of the Extension Division of the State Library and for that part of cataloging and general services which can be identified as support services to these public libraries. This would include, of course, some of the administrative cost as well.

Earlier in this report we discussed the losses to Oklahoma of Federal money because of the lack of matching State funds. These losses will continue and the powers provided the State Librarian under 65 O. S. Supp. PP501-510 cannot be fully implemented unless action is taken by the Legislature to provide the monies needed.

It is strongly recommended that this action be taken by the Legislature so that Oklahomans, who are helping to pay through their Federal taxes for these Federal funds allocated to help develop better libraries, will receive the proper benefit.

State Library Budget

The State of Oklahoma has a distinct responsibility to provide the funds to operate the State Library from its own taxes. A perusal of the budget for the last ten years shows that the State Library has been the step-child in the total State system.

For example, the following comparative figures for 1955 and 1964 show how poorly the State Library has made out in relation to other department.

EXPENSES

	1955	1964
Higher Education	$28,986,951.	$ 92,199,265.
% of Total State Budget	9.35	15.66
Common School Education	$55,413,586.	$ 95,869,789.
% of Total State Budget	17.87	16.28
Public Assistance	$90,357,911.	$168,041,420.
% of Total State Budget	29.15	28.54
State Library	$ 138,768.	$ 323,749.
% of Total State Budget	.047	.056

In each case these figures are total expenditures which include money from all sources, not just money from State taxes. For example, over one-third of the total amount shown for the State Library for 1964 was from Federal funds and not State funds.

This small budget is totally inadequate for the responsibilities which have been given to the State Library.

It is recommended that a budget of between $750,000. and $1,000,000. per year from State funds be allowed, as opposed to the present $210,000.

EVALUATION OF LIBRARY SERVICE

We stated at the beginning of this report that the people of Oklahoma are not aware of the effects that good libraries can have on their individual lives because they have not been exposed to them.

With the interest shown by the leaders who came from all over the State to the Governor's Conference at Norman on September 23, 1964, and the reaction of the representatives who have attended the regional conferences around the State which have taken place since then, this situation can be changed.

To insure continuing interest and support, the service given by the libraries of Oklahoma must be brought to unified standards of high quality. These standards should be fairly detailed but established as a minimum for qualification for State Aid and each library in the State should be required to report annually to the State Library so that the benefits of comparative statistical material can be printed in the Annual Report of Libraries. At present there is no necessity for any library to report, there is no measure of quality of service; there is no responsibility to the State at large on the part of any library since there is no chartering provision.

A system of checking on the quality of library service on an annual basis can be developed if the proposed additional six field librarians are added to the Library Extension staff. These librarians could perform a function similar to the State Auditors sent out by most State Banking Departments who look over the operation of banks as well as examine the statistical and financial records and make a report to the Trustees. This brings to the attention of the Board any recommended changes which would improve the quality of the bank.

The same could be done for libraries - the visitor doing the check would send two copies of the report to the State Librarian, who would forward one of them to the Board of Trustees or governing body of the library, whichever the case might be, for whatever action they felt should be taken. This then would still preserve the local authority and control but would measure each library against a standard set of minimum requirements.

This is important if the people of Oklahoma are to expect the total library system within the State to develop. This state-wide quality control must be maintained at the State Library level since there is no other unit of Government qualified to do so.

We recommend that the Legislature approve that the State Library be responsible for the official evaluation of library service throughout the State.

STATE LIBRARY
SUMMARY OF RECOMMENDATIONS

The following are the over-all recommendations in relation to the operation and role of the State Library in the development of library service in Oklahoma.

It is recommended that the law be changed to provide for a Library Board or Commission of representative citizens from various parts of the State, appointed by the Governor and approved by the Legislature.

It is recommended that Title 65, Chapter 2, State Library, Paragraph 29, be rewritten so that the duties of the State Librarian are not as finely detailed as to be restrictive.

It is recommended that the organization structure of the State Library be revised for a more efficient operation.

It is recommended that four professional Departments be established and several essential new positions added.

It is recommended that $125,000. to $150,000. be appropriated for upgrading of the present salary rates and for the establishment of new positions.

It is recommended that the cataloging and processing for Multi-County Systems be contracted for with the Tulsa City-County System and that this service be eliminated at the State Library for the present.

It is recommended that the State Library be designated as the official depository for all archival materials, including those of towns and cities.

It is recommended that $100,000. be appropriated per year for a five-year crash program to develop the weaker sections of the book collection.

It is recommended that all separate collections be combined and reshelved as a single collection.

It is recommended that a system of quick communication library cooperation be developed so that materials in highly specialized subject areas can be inter-changed.

It is recommended that a new State Library building be constructed within the Capitol complex. Estimated cost for fees, construction, furnishings and equipment is between $5,000,000. and $6,000,000.

It is recommended that the State appropriate the necessary money to provide matching funds to benefit from Federal Aid.

It is recommended that the annual budget for the State Library be between $750,000. and $1,000,000.

It is recommended that the State Library be given by law the responsibility of measuring the quality of service of libraries throughout the State.

It is recommended that the State Library be authorized to contract with college or university libraries and/or public libraries serving 30,000 or more people in order to guarantee a strong book collection. Estimated cost - $75,000.

Chapter VIII

LIBRARY EDUCATION

If the plans for expanded library service for the State of Oklahoma recommended in this study are implemented, additional trained professional librarians will be needed.

There is only one Library School in Oklahoma accredited by the American Library Association. This is located at the University of Oklahoma. However, many of the colleges in the State offer some library courses. In most instances these courses are offered to certify qualified school librarians, but each year some of the graduates enter the Library School at the University of Oklahoma to obtain the full library degree.

Last year the graduating class in the Library School at the University of Oklahoma numbered 60 and only about 50 per cent of this number remained in the State. The others were attracted to other states by better salary offers. The average salary for these graduates was between $5,800. and $6,000.

The courses offered in the colleges generally stress the four core courses in the Coordinated Plan for Library Education in Oklahoma as set forth in the "Oklahoma Librarian", January, 1955. These basic courses are: Book Selection and Acquisition, Reference Materials, Organization of Library Materials and Libraries in the Social Order.

Only the two Universities grant degrees for the library program. Oklahoma State University grants a BS in Education for a 24-semester-hour program. The University of Oklahoma has the Master's degree program and grants either an MLS or an MALS.

Recent statistics from the U. S. Office of Education estimated that 139,200 librarians would be needed if the American Library Association standards were to be met. At present it is estimated that there are 69,700 full-time professional librarians in all libraries in the United States.

The certification requirements for librarians in most states specify that the professional librarian must have obtained a Master's degree in Librarianship. If only 60 receive this level of degree in Oklahoma each year this supply will not be enough to supply the trained librarians needed in Oklahoma for many years to come. This is even more serious when we realize that only half of the graduates at the Master's degree level stay in Oklahoma.

If the library program recommended in this survey is adopted and national standards of one staff member for each 2,600 people served is used, then 895 staff members will be needed for public library service alone. Of these, 40% or 358 should be trained professional librarians.

There is a shortage of trained librarians throughout the United States and the most logical recruiting area for trained library personnel is from the Library Schools within the State. If the present pattern of 30 graduates per year from the University of Oklahoma, who remain in the State, were to continue it will take over ten years to bring the public libraries to full strength. This recognizes the fact that there are only 47 professional librarians in public libraries throughout the State at the present time but does not allow for attrition in this group.

When this survey was being conducted, the position of Director of the Library School at the University of Oklahoma had been vacant for some time. The duties of the position were being carried by the Assistant Director of the University Library in addition to his own duties. It is imperative that the Library School be developed so that it will produce librarians needed in the expanded program in the State. In order to accomplish this it is urgent that a dynamic Director be employed in the immediate future.

It is not realistic to expect that it will be possible or practical to employ professional librarians for each small library outlet in the State. These high qualifications should not be necessary if these small libraries are part of a system and there are trained librarians available from the central library of the system to offer guidance and advice.

The State Library has developed job descriptions for two classes of library personnel that should be considered for use in the smaller library outlets.

These two classes are:

"1. Library Technician

The minimum qualifications for this title require graduation from an accredited four-year college or university including or supplemented by a minimum of 12 - semester hours of library science; or an equivalent combination of education and experience, substituting one year of successful full-time paid employment in the performance of comparable duties for the required hours of library science.

"In addition, this title requires general knowledge of the principles and practices of library procedures including reference, circulation, bibliography, classification and cataloging, etc., and have an ability to establish and maintain effective work relationships with others and to express tact, courtesy and judgement in dealing with the general public.

"2. Librarian Assistant

The minimum qualifications for this position require completion of two years of college and one year of successful full-time paid employment in the performance of comparable duties. The person in this type of position should have some knowledge of the prinicples and practices of library procedure; of the Dewey Decimal and Library of Congress classification systems; of library records and their purpose; of bibliographic tools; and of basic clerical procedures."

It is recommended that the library courses now given in colleges in the State be expanded to provide for suitable courses and training programs for these two classes of library personnel.

RECOMMENDATIONS

The expanded library program recommended for the State of Oklahoma will require, especially for school libraries and public libraries, many additional personnel. Present training programs should be expanded to provide for this need.

It is recommended that the position of Director of the Library School at the University of Oklahoma be filled as quickly as possible with a person who is a leader.

It is recommended that consideration be given to the adoption on a statewide basis of positions of Library Technician and Librarian Assistant to operate small libraries which are parts of systems.

It is recommended that the present program of library education in the colleges and universities be expanded to provide courses needed for the training of Library Technician and Librarian Assistant for public libraries.

Chapter IX

CONCLUSIONS AND RECOMMENDATIONS

We have seen the present state of libraries and library service in Oklahoma in the preceding Chapters. As far as public libraries and school libraries are concerned much development is needed if the citizens are to obtain proper and appropriate service. In the case of the college and university libraries, improvement seems to be on the way, although in the smaller colleges the rapid increase in student enrollment is outstripping the build-up of the library resources. Most of the special libraries are good, but they could benefit from an overall State plan, as well as contribute to it. The State Library must be considerably strengthened if it is to take its place as the central library for an Oklahoma State system; for so much of the success of the total plan will depend upon the efficiency and operation of the State Library.

An overall library plan for Oklahoma should provide the following:

1. Neighborhood libraries in communities of 1,000 or more to serve the immediate needs of the community and as a branch of a large library system.
2. Bookmobile service to rural areas.
3. Close cooperation between the local school libraries and the neighborhood libraries to insure top level service to school children.
4. Systems of libraries with a central collection of 80,000-100,000 non-fiction volumes to serve the information and reference needs of the area. This information may be transmitted to an individual through his neighborhood library or it may be obtained via the telephone from the central library of each system.

The staff of the central library will include highly trained reference librarians and specialists in adult, young adult, and children's work as well as book selection, for advice and training of the staffs of the neighborhood libraries.

The central library will clear all requests for books and materials which can be supplied from its own collection and refer to the State Library for action, all requests that it cannot fill.

5. School libraries should be brought at least to the standards set forth in the regulations of the Oklahoma Department of Education. This should be true in both elementary and secondary schools.
6. The State Library should be strengthened with additional staff, stronger book collections and a new building, so that it may serve as the key library for a system of total library service for Oklahoma.
7. Colleges and university libraries should attempt to make their resources available to all the citizens of Oklahoma through the neighborhood libraries or bookmobiles when the requests have been filtered through the State Library.
8. A Teletype system should connect each of the headquarter libraries of systems to the State Library for fast communication. This system can be expanded to include college, university and special libraries and perhaps the libraries in secondary schools.
9. The two large university libraries and the State Library should be tied together by some system of long distance facsimile reproduction such as the Xerox LDX.
10. State Aid should be provided as a State responsibility to insure that every citizen has access to the entire library resources of the State according to his needs.

This plan can be implemented if the recommendations throughout this report are followed. The major recommendations are listed here:

RECOMMENDATIONS

I. PUBLIC LIBRARIES

A. STATE AID

1. Equalization Aid

The Constitutional Amendment, Article X, Section 10A, recognizes the need to develop larger systems of libraries for more efficient operation and to spread the cost to more people. However, the taxes available in many counties of Oklahoma will still be insufficient to produce the funds necessary to support good library systems. The same situation is true in the school system and in this case, Oklahoma has recognized the State's responsibility, by providing a form of Equalization Aid, therefore it is recommended that Equalization Aid to library systems be authorized to bring support to $2.00 per capita for Multi-County or City-County units when local taxation approved by voters at two mills does not bring total amount to equivalent of $2.00 per capita when average ratio of assessed value to real value as published by Oklahoma State Tax Commission is used as a base. For 1963 this ratio was 22.31.

2. Establishment Grant

It is recommended that the following pattern of state aid be granted to encourage the development of City-County or Multi-County library systems.

An establishment grant of $25,000. for each county be made when two counties vote to join together in a Multi-County system. If three or more counties agree to join such a system a grant of $15,000. should be made to the system for each additional county after the first two.

3. Per Capita State Aid

As state assistance for the annual operating costs of library systems, a per capita grant of 40¢ should be the base when the local appropriation amounts to $2.00 per capita or less. The equalization grant recommended above should not be considered in figuring local appropriation. An additional grant on a matching basis should be authorized and granted for the amount appropriated from local funds of between $2.00 and $3.00 per capita.

4. Area Grants

It is more expensive to serve a large area rather than a small one, therefore it is recommended that each City-County or Multi-County library system which is approved by the voters according to Oklahoma Constitution X, Section 10A be given an annual grant for the area covered, on the following basis.

a. Area served up to 3,000 square miles - $5.00 per square mile.

b. Area served between 3,000-4,000 square miles - $6.00 per square mile.

c. Area served between 4,000-5,000 square miles - $7.00 per square mile.

d. Area served between 5,000-6,000 square miles - $8.00 per square mile.

It is not recommended that systems serving in excess of 6,000 square miles be approved.

B. ASSESSMENT OF QUALITY OF SERVICE

It is recommended that the State Library be granted authority to assess the service of each library in the State on an annual basis. This would include the following:

1. Chartering of libraries based upon standards to be established by the State Library.

2. Requirement of full annual report on forms to be supplied by State Library.

3. Assessment of quality of service by visits of field workers from Library Extension Division. Reports of findings to be sent to State Librarian and Archivist or his designated representative. One copy of report will be sent to Board of Trustees of the library for action in much the same fashion that the State Bank Examiners furnish reports of their examinations to the Boards of Trustees of banks.

4. It will be preferable to include the authorization for this examination of libraries with the legislation authorizing State Aid to Libraries.

C. FEDERAL AID

It is imperative that the Legislature take emergency steps to increase the State Library budget for extension activities by $162,000. so that it will be possible to receive an additional $228,070. from the Federal Government under the Library Services and Construction Act. Oklahoma is eligible to receive this money to assist in the improvement of public library services. Unless the matching funds are provided the federal money will be allocated to other states.

D. BACKSTOP BOOK COLLECTIONS

Since it is important that each library system be supported by a strong book collection in the central library of between 75,000 and 100,000 volumes of carefully selected non-fiction materials and since there are few collections of this size in the State of Oklahoma, it is recommended that the State Library be authorized to:

1. Contract with college or university libraries to provide this service in Multi-County system areas where a large central library does not now exist. The payment could be either on the basis of a fee for each request filled or on an annual retainer fee basis.

2. Contract with existing libraries, serving population of 30,000 or more, not now in systems but which would be logical centers for systems when formed to build their book collections to the required strength. It is recommended that this contract be limited to a five-year period, that the library granted the contract develop a plan showing steps to be taken to develop a Multi-County system within this period, and this plan be approved by the State Library. The contracting library must agree to permit free service to any resident of Oklahoma during the period of the grant. It is further recommended that the payment be made on the basis of matching the local funds spent for adult non-fiction including periodicals, newspapers, microfilm, films and records.

E. COST OF ABOVE

It is impossible to figure exact costs for the above plan but the figures below give a maximum cost which would not be reached for several years:

1. One-Time Grant

Establishment Grant - this would be payable only when new systems were approved by the voters. The full cost would be spread over several years. The figure used is based only on the development of two-county libraries. It will be smaller if three or more join into a system.

$1,925,000.

2. Annual Grants

a. Basic Per Capita Grant

Again these figures are based upon the complete State being covered by library systems, and each system receiving less than $2.00 per capita from local support.

Basic grant of 40¢ per capita	$931,314.

b. Matching Grant

This figure represents the matching grant when local funds provide $3.00 per capita for area served. $2,328,284.

c. Area Grant

This figure is based on total State covered by library systems and each system serving between 3,000-4,000 square miles @ $6.00 per square mile. $419,514.

3. Support Collections

Contracts with college libraries and public libraries serving 30,000 or more people. $75,000.

4. Library Extension

Additional state budget for Library Extension Division to provide matching funds for maximum federal aid. This is an emergency this year. If and when funds are appropriated for State Aid to libraries these can be used for matching federal aid to public libraries. $162,000.

F. MISCELLANEOUS

1. It is recommended that the present program of regional meetings for citizens in various parts of the State which have served as a follow-up to the Governor's Conference on Libraries be continued under the auspices of the Oklahoma Council on Libraries or the Oklahoma Library Association, or jointly.

2. The Trustees Division of the Oklahoma Library Association

should be strengthened and encouraged. A goal of one hundred per cent membership of trustees in the Trustees Division of the Oklahoma Library Association should be established.

3. It is recommended that longer Demonstration periods be established when the formation of a new library system is contemplated. All demonstrations of library service should be minutely planned in advance.

4. It is recommended that careful study be made of the feasibility of contracting with the Tulsa City-County Library System for the cataloging and processing of all books for new library systems. With the development of the book catalog in this library system such a contract will be more efficient than the development of a second processing center at the State Library.

5. Immediate development of State-wide plans for public library construction is urgent if the State of Oklahoma is to benefit from the construction part of the Library Services and Construction Act.

6. A standard of $3.00 per capita as the cost for minimum library service should be adopted.

II. SCHOOL LIBRARIES

1. Immediate active recruiting to fill the vacancy in the position of School Library Supervisor in the State Education Department is essential to the development of school libraries in the State.

2. The inspectors from the State Education Department should require stricter adherence to the present regulations of the department in relation to school libraries.

3. The importance of the school library in the total educational program should be stressed in meetings with principals, teachers and the Oklahoma Education Association.

III. COLLEGE AND UNIVERSITY LIBRARIES

1. It is recommended that the budget for the library in colleges and universities be at least 5% of the total educational budget for the institution.

2. In those institutions with rapidly increasing enrollments emergency budget appropriations should be made to permit the library services and collections to increase in proportion to the enrollment.

3. Cooperative efforts between libraries in institutions of higher

education should be encouraged.

4. Study of the feasibility of a system of electronic transmission of material such as is possible with the new Xerox LDX should be made for the University of Oklahoma, Oklahoma State University and the State Library. Such a three-way tie would link the three strongest collections in the State and make immediately available articles of importance to research. Such a system could be extended to other parts of the State when demand justified the cost.

IV. SPECIAL LIBRARIES

1. In the development of a State-wide library service full use should be made of the unique materials available in the special libraries, and in return arrangements should be made to provide rapid availability of material needed in the special libraries.

V. STATE LIBRARY

A. The Statutes relating to the government of the State Library should be rewritten to permit a group of private citizens representing various areas of the State to be appointed by the Governor and approved by the legislature as a Library Commission. This Board or Commission should be appointed for nine year terms with one member appointed each year in much the same fashion as the present excellent pattern used for the appointment and term of Office for the Board of Regents for Higher Education in Oklahoma. This new Board or Commission would replace the present board which is made up of the Justices of the State Supreme Court.

B. It is recommended that the Oklahoma Council on Libraries and the Advisory Board to the State Librarian on Library Extension matters be continued as presently provided in the law with the exception that Title 65, Chapter 2, Section 6, of the Oklahoma Statutes be amended to eliminate the requirement that the State Superintendent of Public Instruction be a member of the Advisory Board and act as Chairman of the Board.

C. It is recommended that the development and strengthening of public libraries be given top priority by the State Library until such time as at least one half of the counties of the State are members of City-County or Multi-County Library Systems, and these systems have developed to the point where the operation is efficient and the service good.

D. The following reorganization of the staff of the State Library is recommended to provide more efficient operation and to relieve the State Librarian and Archivist of the present heavy load of detail:

1. An addition to the staff of a position of Assistant State Librarian

2. Reorganization of the present professional Divisions into the following four departments:

   a. Reference and Research to consist of present:
      - General Reference and Research Division
      - Law Division
      - Legislative Reference and Research Division
      - Public Documents Division

   b. Acquisitions and Cataloging to consist of present:
      - Acquisitions and Cataloging Division

   c. Archives, Records Management and Preservation to consist of present:
      - Archives, Records Management and Preservation Division

   d. Library Extension Division to consist of present:
      - Library Extension Division
      - Special Services Division

3. It is further recommended that the General Services or housekeeping service be placed under the Business Department.

E. Present vacancies should be filled as quickly as possible so that immediate headway can be made in organizing the archival material and the document collection.

F. It is recommended that seven additional field workers be added to the staff of the Library Extension Division. Six of these would be assigned to permanent field offices in six strategic areas in the State. The seventh should be added to the present field staff in the State Library to assist with Demonstrations as well as the increased work load in Library Extension Division. Each of the field offices recommended should also be assigned a clerk-typist to manage the office and maintain contact while the field worker is traveling in the area.

G. It is strongly recommended that a radical revision of the professional salary scales in the State Library be effected immediately. The duties and responsibilities of the professional staff in the State Library compare closely to the duties and responsibilities of the professional staff at the two large Oklahoma Universities and the salaries should be comparable. It is recommended that salary of the State Librarian and Archivist be increased to

$16,500. per annum, that the beginning salary for the position of Assistant State Librarian be established at $10,500. per year, that beginning salary for the four professional department heads be $8,500., the salary for division heads should start at $7,250. and the beginning professional salary should be $5,800. Clerical salaries should continue to follow the general government pattern. It is estimated that the cost of new positions plus salary increases will be approximately $125,000. per year.

H. Since the State Library should be the main support to the reference and research needs of the State, it is recommended that a crash program be authorized to increase the strength of book collections. An additional $100,000. per year for a five-year period should be included in the budget for the purchase of books and informational materials for the State Library.

I. A new State Library building is sorely needed and it is recommended that this project be given top priority in the State program for public buildings. This new library building should be located in the State Capitol complex but should be a separate building rather than an addition to the State Capitol. The building should be planned for efficient operation of the various functions of the State Library with air conditioning and humidity control for the proper preservation of materials. The building should contain approximately 180,000 square feet; it is recommended that a library building consultant be employed to work with the architect in the development of plans for the building. The estimated cost for fees, construction, furnishings and equipment will be between $5,000,000. and $6,000,000.

VI. LIBRARY EDUCATION

1. It is imperative a Director be appointed to the University of Oklahoma's School of Library Science soon. This person should be able to develop a program which will produce librarians needed for a State-wide program of library service.

2. Consideration should be given to the adoption on a State-wide basis of positions of Library Technician and Librarian Assistant to operate small libraries which are parts of large systems.

3. The program of library education in the colleges and universities in the State should be expanded to provide courses needed for training of the two above positions.

* * *

"...the road is before us! It is safe -- I have tried it -- my own feet have tried it well -- be not detain'd!"

Walt Whitman